City of Lincoln, California

THE PUBLIC LIBRARY AT TWELVE BRIDGES

LIBRARY BUILDING PROGRAM

March 14, 2003

(Section 20440: Appendix 5)

City of Lincoln

Western Placer Unified School District
Lincoln, California

Sierra College

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City of Lincoln
The Public Library at Twelve Bridges

BUILDING PROGRAM

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2. Overview and Introduction

The city of Lincoln is the fastest growing city in California. It will be growing by over 300% to almost 60,000 in population over the next two decades, and it needs to be prepared to embrace its new residents and provide the services and programs that will allow them to prosper in the Lincoln environment. The new Library at Twelve Bridges will provide Lincoln residents and students with a library that supports their future. The city of Lincoln's library, currently housed in the Carnegie building downtown has served the community long and well. It will continue to serve the community in the future, but cannot handle the significant increase in area resident population. The new Library at Twelve Bridges will be the city's main library as the center of residential homes moves to the southeast of downtown.

This building program is a detailed description of the community's vision for a new library that will meet its citizens' needs over the first quarter of the 21st century. It provides a bridge between the library's plan of service and the library building design. The library will emphasize services to students of all ages, but particularly to the Twelve Bridges High School students and to Sierra College students. Its site is located on the joint campus of Sierra College and the Twelve Bridges High School. The Twelve Bridges Library will be a shared facility, providing services to the high school and college students attending the Twelve Bridges campus as well as serve as the main branch of the Lincoln Library. The city of Lincoln will own and operate the new library facility in cooperation with Sierra College and the Western Placer Unified School District. This library building program is a vital step along the way to providing a modern, inviting, and functional public library facility for Lincoln.

The building program is a predesign and preconstruction analysis and planning document that supports the design and construction of the new Library at Twelve Bridges. Its primary intent is to define the detailed functional space requirements and the general building requirements for the new Library at Twelve Bridges. The new facility will encompass 38,200 gross square feet of space in a new building located on the joint campus at Twelve Bridges of Sierra College and the Western Placer Unified School District High School.

2.1. Introduction, Need for the Project, and Timeline

The Lincoln Public Library has been housed for almost 100 years in the Carnegie Library located in the downtown district of Lincoln. It contains about 2,300 square feet of space. The existing library cannot alone provide the amounts and kinds of library services that will be needed by the existing and new residents of Lincoln. The new library will fill this gap by providing an appropriate space for the programs and services of a dynamic library in a building of 38,200 square feet. The Library will encompass the High School Library, and provide services to Sierra College students on the Twelve Bridges campus. The Library's Learning Center and Multipurpose Room in addition to all the regular library services and programs will provide a learning environment for students, families, and residents of all ages.

The building program is a pre-construction planning document that helps translate community needs into a framework whose outline and content is critical to the success of the project. Its purpose is twofold. First, it provides the design professional with information required to design a library facility that will relate to the library needs of Lincoln's residents (the Library's service population) with special emphasis on services to students of all ages. Second, it provides the building team and community with a document that expresses community and library expectations for the new library. This building program, as developed with participation of community members, civic representatives, students, and library staff, provides the following:

- diagrams of functional and spatial relationships;
- estimated space requirements;
- a general and specific building requirements and;
- detailed area sheets listing specific characteristics of the various areas of the program.

The facility described in this program is designed to serve its citizens well into the 21st century. The Library at Twelve Bridges building program recommends a 38,200 square foot community and high school library to house and provide:

- at least 155,000 books
- at least 17,000 multimedia materials: audio tapes, CDs, video cassettes, DVDs and other media yet to be invented
- at least 289 magazine and newspaper subscriptions
- accommodate at least 243 general reader seats, and
- a Learning Center that will provide homework assistance, group study and tutoring,
- an 80-seat Multipurpose Room, and
- at least 117 computers and other equipment for public use
- automated online catalog, circulation services, and materials management system

2.1.1. TIMELINE

The anticipated timeline for completion of the Library at Twelve Bridges is as follows:

Site Acquired	March 2003
Schematic Plan Completion	December 2002
Design Development Plans Completion	November 2003
Working Drawings (90%) Completion	February 2004
Construction Drawings Completion	April 2004
Project Advertised for Bids	August 2004
Start of Construction	December 2004
Estimated Mid-Point of Construction	July 2005
Completion of Construction	March 2006
Opening of Library Building to the Public	April 2006
Final Fiscal & Program Compliance Review Completed	June 2006

2.2. Building Program Role in Architectural Design Process

On behalf of the City of Lincoln, Stockton Associates and Synergy Associates developed and implemented a series of public forums and workshops designed to identify community needs for library services. Through public meetings and focus groups and interviews and meetings with Sierra College, Western Placer Unified School District, City and Library staff, the service needs of the Lincoln community were identified and summarized for inclusion in the community needs assessment and plan of service recommendations.

The purpose of the library building program is manyfold. First, it provides the design professional with information needed to design a library facility that relates to the library needs of the residents of Lincoln. The architect views the program as a requirement and specification document. It enables the design professional to interpret and transform the Library's functional and service objectives into architectural design solutions and then into spaces in the new physical setting. Second, it provides the building team and community with a document that expresses community and library expectations for the new library. It serves as the principal planning document for the library and is essentially a statement outlining the mission of the library and the project goals.

The library building program includes:

- A summary of the space needs assessment outcomes,
- Detailed descriptions of library functions and the spaces they are to occupy,
- Functional and spatial relationships diagrams,
- Estimated space requirements using guidelines developed for libraries,
- A list of general and specific building requirements, and
- Detailed space descriptions listing specific characteristics of the various areas of the building.

The program, a culmination of a variety of information and data, serves to guide the architect to the facility's functional, operational and environmental requirements as well as spatial relationships and content - all of which are intended to be direct responses to the variety of service needs of the community and library staff. In addition, the program serves to communicate the needs not only to the architects, but to the engineers and other consultants involved in the library design and building process.

As a dynamic document, the program serves as a guideline -- one that may change in small areas over the course of the design phase, as shifts in scope of service, policy or library content emerge. Regardless of any minor changes that influence the program, however, the scope, intentions and recommendations that reflect direct service response needs as outlined in the *Community Needs Assessment* and *Plan of Service* will remain central to the design process.

2.3.   Building Team Members

The Library Building Team members for the new Public Library at Twelve Bridges include the following:

> Library Director, City of Lincoln
> Library Director, Brian Haley (Sierra College)
> Scott Leaman, WPUSD
> Library Building Committee representative

> Principal consultants to the Library Building Team include:

> NTD Architects and its subconsultants
> Tom Sinclair, Management Consultant
> Mary Wray, Synergy Associates
> Gloria Stockton, Stockton Associates

Roles of the various team members include the following:

Client/Owner - The City of Lincoln - will own, operate, and maintain the new building. City representatives will participate on the project committee, as they have throughout the development process, to represent City and community interests and to direct the design team and the eventual contractor in their work. Appropriate City staff must approve each phase of the design prior to the initiation of any further phases.

Sierra College - As one of the three partners on this project, Sierra College representatives with participate on the project team, to represent the College's interests and to provide feedback to the design team. Appropriate Sierra College staff must approve each phase of the design prior to the initiation of later phases.

Western Placer Unified School District. As the other main partner of this project, Western Placer Unified School District will have a representative on the project team to represent the District's interests and to provide feedback to the design team. Appropriate District staff must approve each phases of design prior to the initiation of later phases.

Lincoln Public Library -- Library staff will have input to the project committee to assure functional and operating concerns have a voice and to advise during the design process.

Architect – NTD -- The project architect will use the building program as a guide to the functional design of the new library building. Architectural plans, elevations, sections, renderings, specifications and other elements required for the final construction of the building will be developed and prepared by the architect. Cost estimates for each stage of the project, including both hard and soft costs, will be commissioned or developed. The architect will provide all planning documents to the Building Team and coordinate the building process.

Library Building Consultant - The library building consultant worked with the City and Library to conduct the Community Needs Assessment and refine the library building program to meet those needs. During the design process, the library consultant advises the architect and owner on the scope and intent of the program, participates in design development discussions, and reviews architectural plans for reflection of the program. The library building consultant also provides input to furniture and shelving specifications and reviews shop drawings of functional areas of the library.

Engineering Consultants - Civil, electrical, and mechanical engineering firms will be hired by the architect to provide technical expertise in the design of the Library building. These consultants serve as secondary building team members.

3. GENERAL BUILDING DESIGN REQUIREMENTS

This section provides information on basic building, equipment, and design requirements. The opportunity to plan and construct an expanded new public library facility generates a great deal of enthusiasm on the part of the citizens, staff, local officials, and the architects and engineers selected to design the structure. The building that they are responsible for producing is a creation of space that must serve the community effectively for many years to come.

The role of the public library in the community should be the foremost design focus. The expanded library, as a community, education, and technology center serves adults and juveniles, as well as the business community, and as the community and cultural center for leisure time library activities for a diverse range of users, must therefore provide a variety of spaces to satisfy these needs and uses. In addition, the Library at Twelve Bridges will serve as the High School Library for students and faculty.

The exterior appearance and architectural appropriateness for the community and campus is very important. The building should present a comfortable, attractive, and friendly atmosphere that invites users to enter and take advantage of the services and resources available.

The organization and design of the interior spaces is critical to the efficient operation of the library and the effective delivery of public library services. It is important that the public using this facility is provided with a logical, functional layout of the materials collection and services so that they can gain easy access to all that is available. Good interior design of lighting, signage, and natural circulation/information patterns all contribute to this end. Attention to flexibility and recognition of the fact that the relocation of collection and activities within the building will be an ongoing process is of primary concern. The flexibility required must also guide planning of partitions, electrical, lighting, and communication distribution systems throughout the building. The interior design should be open with a minimum of interior walls, yet there is a strong need to establish discrete areas serving an identified purpose through the layout of space, shelving, and furniture.

3.1. Basic Design Criteria

There are a number of basic elements that a well conceived, functional, library building should include:

Highly visible, accessible location. To be well used, the library facility must be located near the center of its population, to be frequented by the greatest number of citizens. Generally this is in the central business district or commercial area. The library and its internal activities must be very visible. Since most users of the library will come by private vehicle, location on major traffic routes and accessibility from major thoroughfares is important. Access to the library requires adequate, immediately available on-site or adjacent public parking.

Open flexible floor plan. To facilitate the arrangement of the library's activities and allow for any potential future rearrangements, the library should be free of interior load bearing walls and closely spaced columns. The simplest and most functional design shape for a library is as a rectangle(s) with standard modules or clear spans to allow for flexible layouts of shelving and furniture.

The interior elements of the library will not remain fixed, but will be adjusted as services warrant. The building should be designed on the module principle. The module or bay spacing must be as large as the budget will allow and must take into consideration the standard library shelving length of three feet. Certain areas (such as the lobby, circulation, reference, entrance area, multipurpose room and classrooms)

may require free spans in excess of the regular building module selected. The bay size must recognize the requirement for ADA aisle widths and provide for efficient layout of shelving. Circular or angled (non-90 degree) partitioning may require more gross area to accommodate a functional linear interior layout and should be avoided.

Elements within the building requiring partitioning should be grouped together and have supervision access; e.g., windows. Multiple use of space should be considered in the design and arrangement of the building. Persons browsing as well as those seeking information must be considered.

The interior walls must allow for flexibility in the future use and arrangement of the building. Where columns are necessary, an effort must be made to place them in such a way as to avoid interference with traffic, visibility, or equipment and furniture arrangements.

A ground level building. It must be possible to enter at the main public level through a single entrance that is highly visible and well situated to the general activity area with convenient access to parking. In the interior space there should be no grade changes on a floor level -- no ramps, no risers, no pits.

Adequate floor space. Adequate space must be provided for the materials collection, adequate table and leisure seating and sufficient area for the staff to perform its public service function as well as behind the scenes responsibilities. Because of the growth in the use of computer hardware and software, CD-ROMs, DVDs and audio/visual material in the public library, there will be space provided to accommodate the equipment necessary for the use of these materials and the shelving and/or storage space of library materials in these formats. It is also desirable to have display space for library and/or community exhibits.

The building should allow for a reasonable rate of internal expansion, particularly in the collection shelving area so that the growing accumulation of library materials will not force an arbitrary reduction of public reading areas or staff work areas.

Logical relationship of functional areas. The building should be planned and arranged so that the functional areas of activities are properly related to one another for most intelligent use of the building by the library staff. *While the aesthetics of the building are important, the actual function of the building must be kept uppermost in mind at all times and where the function and aesthetics are in conflict, the function must take precedence so that an architectural detail does not become a point around which use or service in a specific area of the building must revolve for the life of the building.* All main library areas, especially juvenile and study/tutor areas, must be supervisable from a fully staffed public service desk.

Appealing building environment. In both its interior and exterior appearance, the library must project an inviting and attractive atmosphere, should be well lit, and properly cooled and heated during the changes of the seasons. The furnishings must be comfortable and attractive in appearance with sufficient balance between informal and study type seating. Materials of which the building is constructed and finished should be attractive, durable, and easy to maintain. Lighting of high quality is required throughout the library, both natural and artificial.

Energy savings design/devices. There is a strong interest in making this building as energy efficient as possible in incorporating state-of-the-art technology in the design process and providing for the possibility of adding energy saving devices in the future; for example, passive solar panels; any costly technical provisions should be identified by the architect in planning and design discussions and the estimated cost of construction and payback period be evaluated in writing to the library

Potential for future building expansion. A new library building should be designed with the possibility of a 25-50% expansion in the future. The renovated and expanded library may not have the space to be able to plan for its further expansion. Consideration must be given at the early planning stages as to how the library will meet community, school, and college library service needs that go beyond the 20-year life-span of the current building project.

Space Allocations. Brawner states that "for purposes of general planning, it can be assumed that 20 percent to 25 percent of a typical library building will be used for *unassignable* spaces required for wall and partition thickness, stairwells, corridors, nooks, crannies, electrical or mechanical chases, mechanical rooms, heating/ventilating/air-conditioning (HVAC), electrical equipment rooms, public and staff restrooms, security equipment, custodian's closets, storage areas, loading dock areas, maintenance/cleaning, closets, and similar areas.

The balance of the net usable or assignable space is referred to as the *net square feet* or NSF; these assignable areas include lobbies, meeting rooms, offices, etc. The combination of unassignable and assignable areas equals the total or *gross* size or *gross square feet* (GSF) of the building. The smaller percentage of unassignable space in the building, the more efficiently planned the building."

Codes and reviews. All construction must conform to local, state, and federal building code requirements, including seismic considerations for shelving, etc., as well as those regarding access by the disabled as per the ADA. All aspects of the planning and design will be reviewed by the Library Building Committee (herein afterwards known as LBC). A complete layout of all programmed shelving, furniture, and equipment must be available for review at each stage of design.

3.2.   GENERAL BUILDING CONSIDERATIONS -- EXTERIOR

This section of the building program describes those elements of planning and design which are usually associated with the exterior of a building on the site. These considerations are presented as guidelines for the planning and design of the new facility. They vary in the level of detail presented. Specifically, these considerations are grouped under one of the following headings:

  •   Site Planning
  •   Building Considerations and
  •   Operations and Maintenance.

Sensitivity to the surrounding environment and the needs of the expanded and renovated library and the rest of the site buildings must all be balanced to best optimize utilization of the site.

The architecture of the building, both its outward appearance and the interior finishes must be appropriate for the climate and environment of the Lincoln Twelve Bridges area.

The planning of the building's maintenance and operation is as critical as the planning of the new building itself. By taking the time for careful and thoughtful consideration of these issues, the design consultant will take the first step toward assuring a quality facility for the community of Lincoln for many years to come.

3.2.1.   SITE PLANNING — THE LIBRARY SITE

Site planning should be the first issue addressed by any design solution. The design response to site planning of the new facility will be critical to the ultimate success of the solution. Key issues to be addressed include the need to move individuals from the various parts of the new building complex without jeopardizing library security, the character of the adjacent buildings and spaces, the need to provide clear public access to the structure, and the ability to design effective pedestrian access to the building.

The planning of the facility should acknowledge the local climatic conditions by considering proper protection from the elements. The new library building must be oriented and planned to take maximum advantage of the site and its environment.

3.2.1.1.   Traffic Patterns

The planning of the facility should accommodate a volume of pedestrian traffic generated, both in terms of people approaching the site, and internal organization. Site development should also accommodate, to the degree possible, all delivery traffic requirements without conflicts. Traffic includes pedestrians, cyclists, skate boarders, scooter riders as well as service and emergency vehicles.

Planning must be in conformity with the design and building codes appropriate to the community and should afford safe, well-lighted, easy access for persons of all ages at any time. Sidewalks and clearly marked walkways from all site access points to the front entrance of the facility should be provided.

3.2.1.2.   Vehicle Access to Site

The Library is serviced by several different vehicles each week. Care must be taken to ensure their safety, and to guard against exhaust fume emissions that could be brought into the Library through vents near the loading area.

3.2.1.3.   Loading Dock Spaces

There should be one loading dock space for commercial deliveries and other vans and trucks. This function should be located sufficiently away from road intersections and far from residential streets and heavy foot traffic areas of the campus. An adequate holding/receiving area inside the library is necessary near the loading dock area for items to be held before transport elsewhere. Trash and recycling bins and dumpsters should be located near the loading dock for ease of staff access, and away from the public entrance.

The delivery area and adequate space for refuse pick up should be located, if possible, away from public parking. This is so that light delivery vehicles that will move in and out of this area on a daily basis will not have to traverse public parking areas and related traffic. Provide access directly from a service drive of ample width and turning radius.

3.2.1.4. Future Expansion

The facility should be planned to accommodate growth beyond the long-term planning horizon of this program statement. The initial design should consider expansion of both an internal and a horizontal nature.

3.2.1.5. Landscaping and Site Fixtures

The building site should be planned to take maximum advantage of the land available within environmental constraints. Special attention should be given to drainage planning for the total site and the new building. Consideration should be given to the integration of works of art in the landscape planning.

Night lighting and exterior lighting should allow safe egress for public and staff and facilitate building security. The public entrance, staff, parking lot, and dock/service door areas should be well lighted at night for safety and utility. Twenty-four hour path lighting should be provided in all major areas of the building with switching provided at the control panels. Exterior lights should be controlled by an astronomical clock in the case of parking and ground lights and electric photocell switch in the case of security lighting. All exterior lights should be properly located and focused so as to avoid glare on adjacent property and streets.

Lighting. Provide adequate energy efficient exterior lighting, with attention to all entrances and exits to help insure safe use of the Library at night. The exterior lighting should be raised and/or enclosed to protect against vandalism and the elements.

Lights should enhance the building exterior and the immediate vicinity. The posts for outside lighting should be round, not square, to discourage vandalism. If possible, exterior fixtures should be obscured by landscaping, or integrated into the building design. Light fixtures should be of a design to resist breakage by objects such as rocks, etc. Moderate cost and ease of replacement must be considered.

3.2.1.6. Outside the Library Entrance

Near the entrance to the building there should be a public space or plaza for gathering. The plaza should be able to accommodate some kind of food service, like a food cart. Library orientation begins with the approach of the user to the site, either as a pedestrian or as the occupant of a vehicle. The building must be easily identified as the library and the location of the public entrance unmistakable.

3.2.1.7. Approaching the Library

The library building should be clearly visible to motorists or pedestrians approaching from any direction. Entrance to the parking lot must be obvious and must not involve undue hazards to pedestrians. Whether arriving by automobile, bicycle, or on foot, the route to the library's entrance must be logical and easy to follow. Signs must be well located, illuminated at night and easily read at an appropriate distance. Outside seating should be

provided somewhere near the library. It should be weather and vandal resistant. Use of metal seating should be avoided due to the high summer temperatures.

3.2.1.8.   Public Entrance

First impressions are important. The public entrance should flow naturally into the Entrance Lobby and into the interior of the building. The experience that individuals have as they come into the building will influence their use of the library and their impression of service. Everything library users see and come into contact with should be logical, efficient, and aesthetically pleasing. A key design challenge will be the integration of a wide variety of services into a large open space, while maintaining acoustic separation and good visual control.

The library must have a single public entrance accessible from ground level. Everyone should be able to enter the library through the front entrance. Glass at the main entry will allow users and passers-by to view the library before entering. The entrance should be oriented to avoid glare and excessive transmission of heat through the glass. The single public entrance should be convenient to pedestrians and vehicular library patrons alike as well as to users coming from other parts of the complex. It should have automatic (sliding) doors, and be easily accessible for the physically limited user. A non-slip, mud rug or pedi-mat should be installed at the front door. Care should be taken not to install any barriers to access.

The public entrance should be designed so that there is no confusion as to which entrance to the building is the public entrance.

3.2.1.9.   Parking

Immediately accessible public parking is critical to the maintenance of a high volume of library use. Minimum on-site parking should follow local and state guidelines and/or calculate the number of parking spaces required using 1.5 square foot of parking space per every 1.0 square foot of library building.

Dedicated library handicapped parking, one space (preferably van size), ADA and/or local code, whichever is greater. Secure, well-lighted parking spaces for library staff should be provided immediately adjacent to the main or staff entrance. The number of staff spaces is to be determined during the design process.

The layout of and the entrance and exit from the parking lot should be simple and aid in the ease of access to and use of the library. Pedestrian safety must be provided for since many young juveniles will be moving through the area. Designated walkways from all sections of the parking area should be provided. Wheelchair ramps must be provided where needed and required by ADA. A temporary vehicle pull off or stopping zone for the book return will be provided. This pull off zone must not interfere with persons entering and leaving the main entrance.

Planting islands in the parking lot should be crossed by pedestrian walkways. Use heavy, easily repaired bumper guards to protect wall, columns, etc. Any ramped roadway or

inclined drives should be properly surfaced for traction of vehicles during wet and winter weather. Concrete, not asphalt, curbs should be used to avoid the need for constant repair.

3.2.1.10. Bicycle Racks

Functional attractive bicycle racks for bicycles designed to permit locking by owners, are to be provided in the immediate area of the public entrance. There should be racks for at least 20 bicycles convenient to the library entrance, but not in the way of pedestrian traffic. The racks should be sheltered from rain.

3.2.1.11. Scooter and Skateboard Parking

A secure place should be provided near the entrance where people can store their scooters and skateboards while in the library. Otherwise, people bring their scooters and skateboards in the Library where they get in the way of other people trying to use the library.

3.2.1.12. Outside Signage

The Lincoln Library should be clearly identified to passing motorists and pedestrians and within the site complex. A marquee-type sign to announce events and activities is suggested. A sign on the exterior should indicate hours the library is open in large letters and numbers, and should be resistant to vandalism and weather. A sign with hours should be posted on the entrance door or immediately outside the door. A place on the exterior of the library to hang a banner should be available and accessible, to announce special events.

3.2.1.13. Drive-Up Book Return

At least one drive-up book return unit (with one slot) that is easily accessible to motorists should be provided. The placement and design should be determined early in the design phase. It should be located where the vehicle or pedestrian can approach it easily and safely without creating a traffic hazard. The drive-up unit should be located with the opening on the driver's side. It should be weather-proof and large enough to handle daily traffic. It must be attached to the library building and enter into the circulation work area or staff work room.

If the Drive-up Book Return cannot serve both pedestrians and motorists, a separate book return (with one slot) near the entrance to the library or at least clearly visible to users approaching the library is needed. It should drop into the staff workroom.

If a Book Return cannot be located on the building due to site and building configuration constraints, then two large book return units will need to be placed near the entrance to the library and the parking lot. The path to the standing units must be clear of steps so that library staff can empty the units daily from the library.

3.2.1.14. Public Telephones

A public telephone must be directly accessible to library users after the library is closed. It should be housed in a well lighted and sheltered space that is highly visible from the library entrance and the surrounding buildings and be near seating and a trash receptacle.

3.2.1.15. Ash and Trash Receptacles

Ash and trash receptacles should be available adjacent to the entrance to the library to make it easy for users to leave their trash, food, and cigarettes behind as they enter the library. These units should be designed for easy maintenance and simple identification. The receptacles and their enclosures must be vandal and animal resistant, and should complement the design of the building.

3.2.1.16. Flag Pole

Provisions should be made for a flagpole. Wherever the flagpole is placed, it needs to be illuminated so the flag can fly both day and night. The cords used to raise the flag must have some way to be locked so that only authorized campus or City staff can remove the flag. Consider use of a flagpole with an internal halyard to reduce wind-generated noise.

3.2.2. BUILDING CONSIDERATIONS

The need to coordinate the planning of the proposed new library building on the site in a cost-effective manner is paramount. This is of primary importance if the new library is to be successfully integrated into the campus setting. The context of the site, in terms of surrounding environment and other buildings on the site must be taken into consideration, as should the scale and mass of the new structure.

3.2.2.1. Building Size

For purposes of general planning, it can be assumed that 20 to 30 percent of a typical public library building will be required for space which cannot be used for books or reading. This type of space is often called "*unassignable space*" and typically includes items such as:

- Walls or partitions;
- Electrical or mechanical chases;
- Mechanical rooms for the heating, ventilating, and air-conditioning (HVAC) system or electrical equipment rooms;
- Public and staff restrooms;
- Vertical transportation systems (fire stairs, open stairs, elevators);
- Security monitors such as video surveillance camera control centers; and
- Custodian, maintenance, or cleaning closets.

The balance, or the *usable* space, is referred to as the *net assignable square footage* (NASF) such as lobby, meeting rooms, reading and book stack areas, circulation desk, staff work rooms and offices. The combination of both unassignable and assignable areas equal the *building gross square footage* (BGSF) or total size.

3.2.2.2. Entrances

While it is recognized that certain constraints may be present with the site for the new building, the discussion which follows is oriented toward the optimum approach to planning and design.

Public Entrance. Locate the entrance for easy visibility for persons approaching the building. The plan may include more than one entrance into a building foyer, but there *must* be only one controlled public entrance and exit point into the space where the library collections are housed. Include a vestibule with two sets of automatic, bi-parting doors for increased energy efficiency if the budget will allow for these type of doors.

Staff Entrance. Provide a separate staff entrance into the building. Include a communication system from immediately outside the staff entrance to the staff workroom. Provide a semi-enclosed windbreak and overhang for protection in inclement weather.

3.2.2.3. Exterior Materials/Finishes/Colors

The exterior finishes should be of a permanent or durable finish which should not require frequent painting or staining, etcetera. Exterior finishes should be treated with a clear anti-graffiti agent to a minimum height of 12 feet. The use of wood should be kept to a minimum. High quality masonry, natural stone, is most desirable. Vandal proof textures and paint must be used. All exterior paint is to be washable.

3.2.2.4. Utilities

Electrical and Telephone Service. The principal incoming electrical and telecommunications service lines to the building should be underground. The location of any new building services should be planned so as to minimize the need for relocation of existing utility lines. Weatherproof outlets for water and for electricity must be of vandal proof design and located on all exterior sides to provide for maintenance and special functions.

The (*telephone feed)* MPOE (minimum point of entry) for the library should be located in the library Telecommunications Room.

Water and Power Outlets. Provide sufficient water and power outlets on the exterior of the building, of a tamper-proof design.

Mechanical Equipment. Exterior heating/air conditioning and other mechanical equipment must be secure and screened.

3.2.2.5. Operations and Maintenance

From a cost standpoint, the expense of operating and maintaining the new Library at Twelve Bridges over time will eventually exceed the first-cost of construction. In order to minimize operational costs, conscientious planning is required in the selection and deployment of landscaping and building materials. The design of the building should be such that operating and maintenance costs are minimal. *It should be easy to change light bulbs without assistance from extraneous equipment.* Flooring materials and wall finishes should be low-maintenance. All furniture should be high quality, long-lasting, but with a minimum of maintenance necessary.

High-traffic areas of the library, such as the multipurpose room, lobby, circulation area, and walk paths to service desks should have ceramic tile flooring for long-term durability and ease of maintenance. Staff areas should have primarily vinyl composition tile flooring. The staff areas at the circulation and information desks should have linoleum or other type of flooring that provides a durable yet cushioned surface. Other public areas should be carpeted. Public restrooms should have ceramic tile for floors and walls with phenolic partitions or equivalents for durability, maintenance, and resistance to vandalism.

3.2.2.6. Library Hours of Service

The library facility will probably be open more hours than any other public building of the City. It will probably be used and visited by more persons of all ages than will any other public building in the City. Maintenance should be planned accordingly.

3.2.2.7. Security Planning

The site plan should be designed to help insure safety for library users and staff and security for the library building and its valuable collections and equipment, including computers. Include the following considerations:

- Plan low-profile landscaping for the approaches to the library entrance;
- Avoid landscaping, retainer walls, and other exterior elements that may block the sight of the library entrances and windows;
- If possible orient the staff work areas to provide visual control of the approaches to the library;
- Provide adequate lighting on high standards with protective covers, for the approaches to the library building. Include an automatic timer to maintain security lighting at night when the building is closed.
- Orient the library entrance and interior areas to provide a vista into the Library when the building is closed.

Provide an intrusion alarm system with recessed magnetic contacts on all exterior doors, glass break detectors, and passive infrared motion detectors in key areas with a Radionics or equivalent control panel. Emergency exits in the public area should be alarmed and report to an annunciator panel at the Circulation Desk.

3.2.2.8. Exterior Maintenance

Grounds maintenance will be provided by City staff. There is no need for space within the Library building maintenance area for the storage of lawn equipment and other gardening implements.

3.2.2.9. Recycling Bins

A recycling storage area for newspapers and other recyclable materials should be protected from the weather and be near the delivery entrance or loading dock.

3.3. INTERIOR DESIGN CRITERIA

This section of the building program for the new Public Library at Twelve Bridges identifies a number of general building interior considerations that the library consultant and the building planning team from the city of Lincoln, the Western Placer Unified School District, and Sierra College believe are important for a library facility that strives to be functional and cost efficient to operate.

Design consultants will be able to adapt these considerations as appropriate in order to achieve a building design that is responsive to the total needs of the Library and the community. These considerations apply to both the design process and the construction documentation process. They are intended to stimulate discussion and narrow potential options by advancing proven solutions utilized in other libraries. In order to focus the efforts of the design architect and engineers, these considerations are grouped into four categories:

- Architectural considerations;
- Structural Systems Considerations;
- Mechanical Systems Considerations; and
- Electrical Systems Considerations

Each of the major building systems supporting the new library is described to begin to define the scope of construction in as much detail as possible. These discussions are intended as guidelines for the designers. They include planning and design issues which affect both construction and operational costs.

Energy Conservation and Maintenance. The design architect should be aware of the owner's commitment to reduce the long-term cost of facility operation. Energy conservation planning is a key element in meeting this goal. The approach of the design architect to energy conservation planning should be based on a comprehensive analysis of all alternatives for conservation. A comprehensive approach should include exploration of alternative for the purpose of energy conservation in the design of the Twelve Bridges Community Library.

Life Cycle Cost Analysis. The building envelope and proposed mechanical and electrical systems should be thoroughly analyzed for life-cycle costing using state-of-the-art computer programs and current energy costs. This analysis should be completed, while always being sensitive to the needs of the owner (the City of Lincoln) and architect, by responding with the most cost-effective design available. The intent of this process is not just to reduce the first cost, but rather is intended to provide an overview of options available to the owner, and the initial and long-term costs associated with each choice.

3.1.1. ARCHITECTURAL CONSIDERATIONS

While the building is composed of a number of systems, it is the architecture that will be readily experienced by the staff and general public. The new Twelve Bridges Community Library building should be uplifting and invigorating, with an environment that delights the senses and stimulates the mind. The building's appearance and appeal should mirror the intellectual treasures and explorations it encompasses.

The following pages discuss those considerations which affect how the public experiences the architecture of the Library. The initial discussions are broad, with far-reaching implications, representing issues that require the early, big decisions to set the direction of the architectural design. The latter pages pinpoint the more tangible issues of architectural finishes, furnishings, fixtures, and equipment. While these items make up the tactile experience for the user, the initial decisions have, by far, the greatest impact on the direction and ultimate success of the architecture.

3.3.1.1. Spirit of Design

The building should be an active space alive with intellectual inquiry and the movement of users and staff. It is important that first-time users and infrequent users not be overwhelmed upon entering the building. Rather, the building's environment and ambiance — especially the lobby and entrance — should be designed to convey an inviting sense of warmth, orientation, and organization. Users and visitors should feel welcomed upon entering the building. They should be able to become acquainted with the building's interior at their own pace.

Some users may choose to utilize the signage and to make their own way to the area of their choice without assistance. Others may seek staff assistance immediately.

Upon entering the building lobby, users and visitors should be able to easily discern the major areas of the library they are seeking, such as the Circulation Desk, Online Public Access Catalogs (OPAC), the Information Desk, the Periodicals Area, and the Juvenile Area, the Family Literacy area, with a minimum of time and staff assistance. This can be accomplished through a combination of lighting, traffic patterns, furnishings layout, effective signage and graphics, and a building directory. The signage and graphics should guide persons to the major areas of the building and provide detailed information about the respective areas when they are reached.

3.3.1.2. Energy Conservation

The renovated and expanded library will be standing for many years. It is imperative that the building be designed for initial and future energy conservation. This calls for careful consideration of both passive and active energy conservation methods. Incorporating these conservation features may increase the initial building cost, but the actual life-cycle cost over the usable life span of the building can result in long-term savings. All systems should be designed to accommodate the possible future corresponding technology.

Glass Treatment. If possible, orient the building so that the major facades face north-south rather than east-west, for energy savings on glass exposures. Major glass exposures should be in areas which will afford the best views. Consider reducing summer solar heat gain by shading glass exposures with canopies, louvers, solar glass screens, etcetera. Balance these possible features with ongoing maintenance cost considerations. Shaded glass admits only one-quarter of the radiant heat admitted by un-shaded glass exposed to sunlight. Double glazed, shaded, heat-absorbing glass reduces heat gain by about 85 percent. Reflective glass reduces heat gain by about one-third. The use of tinted glass in windows to filter out ultraviolet rays may eliminate the need for blinds or shades.

3.3.1.3. Open Modular Design

The design should give special attention to limiting physical and psychological barriers to public service such as desks, counters, electronic security systems, rails, and other physical masses. While desks, counters, screens, and partitions are sometimes necessary, consideration to the design, configuration, color, texture and use of light will keep these elements on a human and manageable scale.

Control with Minimum Staff. The building and furnishing layouts must be planned so that visual control of public areas can be accomplished with the minimum number of staff. Give special attention to visual control of entrances, exits, entrances to public restrooms, the Juvenile area, the Media area, the Young Adult area, and group study areas.

Book Stack Area Planning. Plan a modular building incorporating evenly placed load bearing columns at optimum increments, preferably no closer than 28 feet. Provide a minimum of fixed walls with open planning bays to accommodate combinations of three-foot shelving sections. Eliminate thresholds or doorsills, as they interfere with the movement of book trucks. Consider the use of Unistrat bracing with integrated sleek lighting for the "90" bookstack areas.

Office Area Planning. Open-office systems furniture, utilizing adjustable panel systems to create staff workstations should be utilized in the building as the budget allows. The open office system should also be considered for some public spaces.

The office areas of the building should receive the same attention in limiting physical and psychological barriers, bearing in mind that the staff who work here may typically spend their full work day in this space.

3.3.1.4. Movement Within the Facility

Recognition of the ultimate user of the new Twelve Bridges Library — the public, students, and staff — is critical to the success of the design. As with all other parts of the City's services, the library is primarily a service to its community. The ability to reflect this in the planning and design of the Library, in terms of spirit, scale, and ease of use should be an important consideration in developing a design solution. Planning of the facility, as well as the building scale, should enhance time-movement efficiencies relative to such issues as

movement from parking to the building, accessibility of information, public queuing for the Reference Desk and Circulation Desk, etcetera.

Daily Visitors. The potential volume of people visiting the new Library is estimated at over 1,000 visits per day. This includes recurrent visits by users and visitors through the course of a day, students coming from the high school, and others coming from the community college, teachers and faculty. The planning and design of the facility should instill community pride in the Library and promote the feeling that each patron has been served. These users include:

The Short-Term User. This group comprises a portion of the library's daily patronage. They are users who enter the library for a brief period of time to return materials, pick-up reserve books, or to obtain quick information or reference data. Typically, these users stay in the library about 15 (fifteen) to 30 (thirty) minutes.

The Long-Term User. This group of users come to the library for extended periods of time to browse the collections, read, use other materials in the library, use the media equipment, or do extended information or reference searching. The new, larger and better equipped library facility will attract an increased number of users in this category.

Group Participants. These users come to the library, as part of a formal or informal group, to participate in a particular activity or program. The group participant user will increase following the opening of the new Library, given the added technology space and the multipurpose room.

Staff. This group should be provided with a dedicated staff entrance.

Others. This group may use either the main entrance or the staff entrance, whichever is more convenient and/or depending upon Library policy. Included in this group are persons coming to the Library on business such as sales representatives, service vendors, and truck drivers making deliveries.

The planning of the facility should accommodate the large volume of pedestrian traffic generated, both in terms of people approaching the site and internal organization. Additionally, the facility should minimize frustration with finding one's way through the building. Within the context of a singular identity for the new building, the hierarchy of entry relationships should be:

- Clear identification of access to the building through a single main entrance; and
- Once inside, clear identification of access to all portions of the building.

Barrier-Free Design. All libraries serve a broad spectrum of the community, including persons with permanent and temporary handicaps, persons young and old without the strength to open doors, the hearing impaired, and persons with limited or no eyesight who depend on special Braille instructions and audible signals for elevators and crosswalks. It has been estimated that twenty-five percent (25%) of the total population has been physically impaired at one time. Barrier-free design directly benefits all users, including the handicapped, by improving the general usability and safety of the building. Doors are easier to open, and there are fewer tripping and falling hazards.

For many years architects have sought to design buildings, especially public service buildings, to be barrier-free. These buildings provide the same opportunities for access and use by handicapped persons, users and staff alike, that are available to citizens without physical handicaps. Federal, state, and many local governments have now provided standards and building codes to help remove these barriers. Also the building and furnishings industries have moved to provide new technology, equipment, and design features to meet these standards and codes.

The entire building will be accessible to the physically disabled. All spaces must be designed to meet national, California and local jurisdiction codes for handicapped access. Aisles between stacks and carrels must be designed for accessibility. Drinking fountains, public telephones, and public service desks should be at a height that can accommodate wheelchairs. Restrooms must be handicapped accessible. All appropriate ADA requirements must be adhered to by the architect and contractor.

3.3.1.5. Graphics and Signage

A library is to a great extent a self-service institution. Graphics and signage that will assist the users to find a particular service or book with minimal staff assistance are an essential design element. Graphics can be architecturally and aesthetically pleasing, as well as functional. They should avoid negative wording. The wide variety of services offered in libraries also requires explanation and graphic guidance. In many cases lighting, colors and furnishings will assist users in differentiating services. *For graphics to work effectively they must be planned early in the design sequence* so that lighting, furnishings and graphics locations can be integrated and coordinated. In some cases, flyers, posters, maps and directories may be more appropriate than signs. A logical building design allowing patrons to navigate without excess signage is desired.

Attractive, contemporary, and very legible, easily revisable signage of both directional and informational characters, for all major service and collection areas, should be an integral part of the interior design. A logical building design allowing patrons to navigate without excess signage is desired. Graphics should be incorporated into the design of all public areas. A specific and coordinated sign and labeling system should be integrated with the building graphics system designed by the architect and bid as part of the general construction contract.

Basic signs should be consistent throughout the building. Signage and graphics should be included in the design process from the beginning of the project. A schedule of signs and graphics should be developed, reviewed, and revised *beginning at the schematic design stage* so that signs that are to go in and over public spaces are coordinated and fit in the spaces designed for them, not adjusted to fit in at the end of construction.

Book stack signage should be based on the Modulex (Lego style) or similar National Visual system. The signage should be designed and installed so that trained staff can make changes with ease over the life of the library.

Graphic design, in terms of a signage system for both the interior and exterior, and architectural design should be conceived and planned in concert to announce the library's resources and services. The designers should standardize the typeface for all signage. Signage must also comply with ADA guidelines for size, contrast, etc.

Potential may exist for the design of appropriate donor recognition to be prominently displayed in the lobby. Provide space for a separate system for possible contributors to the building. Confer with the Library Building Committee for details.

The architect must prepare a layout and proposed design for inside signage noting special areas, collections, ADA required emergency exits, etc. This will include shelf signage. Library hour signs and special notices should be placed in front windows or other easily visible area.

3.3.1.6.   The Integration of Art

The new Twelve Bridges Library should be planned to incorporate some original art for the interior and/or exterior, as well as rotating exhibits. Consideration should be given to different art forms, and to integration of art as part of the functional areas and furnishings. Art forms to consider include sculpture, mosaic or textured screens, wall hangings, mobiles, paintings. Art forms such as paintings are often provided for temporary display by local artists. Care must be taken to identify areas for art that can be visually controlled by staff to prevent damage or theft of art objects.

Nationally, general practice specifies that new public buildings should budget one percent of the construction cost for public art.

The library design should allow for the possibility of permanent and/or temporary display and exhibit of artwork as an expression of the community's identity and interest in the arts. Thoughtful planning must go into developing appropriate exhibit and display locations and accommodations. The space should be located in such a manner as to allow people to view the material and engage in normal conversation without disturbing library operations.

3.3.1.7.   Acoustical Treatment

Substantial noise is generated by a heavy flow of users, equipment (most make operating noise) and activities. Since an open design increases the potential for sound problems, special attention must be given to the acoustical treatment within this building. Ceilings are to be of acoustical material and carpeting should be used in all but extremely high traffic areas of the building. However, carpeting may be used at the circulation/information desk area. A separate study room(s) or conference room(s) will be used to provide a place for people to escape the general activity into a specific room. It should be noted that heavy use by children and young adults is anticipated, and it is necessary to keep the provisions for the juvenile in the community in proper perspective with all the other types of users and groups that the library is trying to reach in the community in the development of this plan. Some critical sound operation points are the juvenile area, restrooms, circulation/information area, staff lounge/workroom area, and meeting/homework/study/computer room(s).

One of the critical factors influencing success of the Library from the user's perspective will be acoustical quality of the interior environment. Careful consideration during conceptual space planning and in subsequent phases of construction detailing and material specification must be given to the control and isolation of noise.

This is important because of the acoustically conflicting use patterns experienced in most libraries which increase the potential disruption of work, studying and reading activities. Today, trends toward open library planning and the increasing use of audio/visual and electronic equipment significantly complicate proper acoustics.

All elements of the Library's interior space play a role in optimizing its acoustical conditions – from the buildings' size and shape to the character of its floors, ceilings, walls and furniture. In order to identify specific acoustical treatment for the interior of the new Library, an analysis of individual spatial conditions will be required during the architectural design process. A number of general recommendations, however, can be made.

To provide an overall level of ambient sound absorption, the provision of carpeted floor surfaces and a ceiling system with a high degree of sound absorption is highly recommended throughout the occupied spaces in the new Library. While sound absorption is important, long-term durability is also important. Use of carpeting should be limited to book stack and reading areas and ceramic tile should be used in high-traffic public and staff areas.

Subject to defined functional adjacency requirements, care should be taken to acoustically separate reading and study spaces from noise generating activities areas (i.e. mechanical equipment, computer equipment, office machines, corridors, areas where loud speech occurs, the restrooms, computer rooms, etc.

In cases where the spatial organization of the facility prevents the use of distance to buffer conflicting acoustical environments, the provision of full-height partitioning may be required. For library settings, it is frequently more feasible to isolate noise generating activity areas rather than acoustically sensitive study or work areas.

In those areas where there are a large number of staff workstations in a non-partitioned setting, the lack of vertical sound absorptive surfaces will warrant special consideration of acoustical control. The use of modular acoustical panels between individual workstations may adequately compensate for the absence of partitioning.

3.3.1.8.   Interior Materials and Finishes, Colors

The specification of the decor of the interior of the new Library during the detailed design process will be largely a matter of aesthetics, function and costs. Another factor which should be given equal attention is the durability and resistance to wear of the materials and finishes utilized by the project architect. Products must be selected with the need for minimal maintenance as a high concern. Maintenance is an expensive and continuing budgetary item in any public building; all reasonable means of reducing maintenance costs must be pursued.

A public building, such as the library, is frequently caught in the dilemma of high public use, with some abuse, and a low budget available for maintenance and capital improvements. Therefore, it is essential that building materials and finishes be selected with an emphasis on long-term attractive durability requiring minimal upkeep. This may mean a higher initial cost in some cases; however, the architect must be prepared to justify recommendations beyond the aesthetic factors. Since the colors used in the building also relate to the color and finish of

the building fixtures, the *Library Building Committee* will work on the shelving and furniture layout, selection, and specifications.

Tackable wall coverings are preferable in public notice areas such as the meeting room and entry. Washable paint is to be used throughout interior of building. Painted surfaces in all high traffic areas with semi-gloss, eggshell, or satin washable flat paint finishes are essential. Glass within reach will be fingered and require constant maintenance. All glass must be safety glass.

Restrooms must have durable, easy to maintain materials such as ceramic title — preferably from ceiling to floor. Partitions and walls should be as vandal proof as possible.

3.3.1.9.   Floor Coverings

The flexibility required of the floor plan for the Library carries over to the floor finishes as well. Ceramic tile should be used for restrooms, lobbies, and other high-traffic public areas. Vinyl tile should be limited to the staff work areas. Other public areas should be carpeted. Consider the acoustical performance of carpet wearing performance, color fastness, texture, fire resistance, non-allergenic qualities, and anti-static qualities. Vinyl or other durable cushioned flooring should be utilized for the staff side of circulation and information desks.

Carpeted areas require less time for cleaning and maintenance than hard-surface or vinyl flooring, which require waxing, stripping, and buffing. The extensive carpeted areas will require the purchase of commercial-grade carpet cleaning equipment for proper cleaning and maintenance.

Consider using flamed-finish granite or other hard flooring surface for the entrance lobby. Provide non-slip surfaces for all non-carpeted areas.

Carpet is to be included in the total general construction budget with specifications prepared by the architect. Carpet is required in virtually all public areas. A few non-carpeted areas may be in the entry foyer (except for mud rug), loading areas, and some extremely high traffic areas; i.e., in front of circulation/information counter. However carpet may be placed in front of the circulation/information counter with carpet also put on face and toe board of counter. Heavy duty commercial carpet is recommended.

Suggested floor coverings by area are: (some areas may have a combination)

- ▪ Custodial storage, mechanical room, delivery – concrete or vinyl tile
- • Entry – quarry title or recessed mud rug or equivalent
- • Public areas – heavy-duty commercial carpet
- • Restrooms, public and staff – ceramic or quarry title
- • Staff lounge – vinyl, quarry title, or carpet
- • Staff workroom – vinyl or heavy-duty commercial carpet

Carpet specified should be of a high quality, commercial grade wool or high density low pile acrylic fiber preferably with the pad woven on the back. Material and colors should be selected with low maintenance and the ability to mask soilage in mind. The most durable high

quality carpet that can be afforded should be used since the cost of re-carpeting a building is very expensive and should be delayed as long as possible. A 20 year carpet life is preferred.

The ease with which worn carpet areas can be replaced and the future Carpet layout should facilitate zoned replacement in high traffic public areas. Carpet specification should include a 5 - 10% overrun to be stored for repair and limited replacement. The pad must be thin and dense with little compression so that heavily laden book trucks will roll easily and quietly.

Under carpet wiring for telephones, computers, and electrical service will be considered. If installed, all large electrical recessed plates must have a carpet insert to match the rest of the carpet.

Only if a separate vestibule is constructed, because of a noise factor, should the floor be made of serviceable hard-wearing material such as quarry title. This may extend to the public side of the circulation and information areas.

3.3.1.10. Wall Finishes

Vinyl wall covering should be required for selected areas such as the copier center, lobby, and group study rooms. Consider specifying wall finishes with the following characteristics:

- Complying with durability standards of ASTM F793 for Category III, or better;
- Mildew resistant;
- Non-staining; and
- Coated with a performance enhancing coating, such as *Scotchguard.*

Also consider using heavy-duty wainscoting and corner guards or other hard surface for the areas of the building with high traffic of bulk materials such as staff work areas and the receiving area.

3.3.1.11. Bookstacks and Shelving

Bookstacks will be located throughout the library. All bookstacks must be wheelchair accessible, with aisles 42" wide to handle a wheelchair and one passing individual. The standard bookstack will be 90 inches high, double-faced where possible. The stacks should be laid out in a logical and intuitive manner and include end panels with signage so they can be used easily by the public. Most shelving is to be standard library style shelving. Bookstack design should also include these considerations:

- A standard section of bookstacks is three feet wide and 90 inches high, including the frame. Consider the use of Unistrut bracing for 90 inch shelving.
- Stacks must be seismically braced to meet California seismic requirements.
- A range of shelving should be a maximum of ten sections long, if possible, to make it easy for readers to move from one aisle to the next.
- Floor loading in all bookstack areas should be adequate to accommodate possible compact shelving at some future date.
- Lighting must be provided throughout the bookstack area, associated with each section of shelving. A lighting study is required as the design develops to assure that

lighting is adequate for reading the spines of books on the top and bottom shelves as well as those in between. Minimum glare is required.

- Seating should not be combined within stacks as this would require a wider aisle and larger, less efficient area. Seating areas can be alternated with stacks so users can find convenient seats near books.
- Gliding step stools should be provided for each aisle to reach top shelves. Sliding ladders should not be utilized as they create an attractive nuisance problem for children.
- Backstops will be required for each shelf, with a few exceptions, to prevent books from being pushed through to the other side and from falling down behind sections.
- Canopies on tall shelving are unnecessary and often create ght shadow from overhead lighting. However, canopies should be included with 42" and 66" high shelving. If canopies are used, the lighting study should be done with models that have the canopies in place to assure shadows do not interfere with lighting of books on the shelves.
- Aisles between ranges must be a minimum of 42 inches wide to meet the requirements of the Americans with Disabilities Act and California regulations.
- Unless otherwise stated, all base shelves should be twelve (12) inches deep, and all adjustable shelves ten (10) inches deep.

All bookstacks in the public spaces should have end panels with flush-mounted label holders (range finders) at each end of double-faced ranges. The assignable space section of this report assumes that the clear aisle space within the bookstack ranges will be 42 inches. Cross and end aisle space must comply with access guidelines for persons with physical handicaps. Consider the use of "universal" shelves in selected areas which have the ability to be flat or slanted. Requirements for specialized periodical, multimedia, and paperback shelving units are described in the *Area Data Forms* in *Section 6* which describes the area in which these materials are housed.

Library shelving is a major factor in the design and budget of the building. The shelving requires the greatest amount of attention in layout and also constitutes the single most costly equipment item. Shelving, delivery, and installation will be part of general construction contract. However, the LBC must work with the contractor on the shelving layout, selection, and specifications.

In preparation of specifications, Wilson, Estey, or Library Bureau shelving should be used as the minimum standard acceptable. Shelving may be metal or wood or a combination of the two and may include canopies and side panels.

All seismic considerations and requirements must conform with the latest seismic standards. Calculations prepared and signed by a structural engineer licensed in the State of California shall be submitted for review. Calculations shall indicate that the shelving complies with design criteria herein using design procedures of the latest edition of the UBC. Calculations shall be titled as applicable for the specific unit proposed and for the specific project. Such a title shall be over-stamped by the engineer's seal on the first sheet. Each shelf will have a minimum clearance between end brackets of 36". A mix of standard, hinged periodical, pull-out, sloped with zigzag inserts, dividers, and other relevant accessories will be used.

Shelving must be arranged so as to provide both public and staff with a logical pattern and easy access to print and non-print materials areas. Shelving must be arranged in such a fashion that they may be easily controlled or under view of the circulation and information

desk staff. Shelving ranges shall be broken up with patches of seating of various types. This is so that users will find it convenient to sit down with materials without having to search long distances for table seating or chairs.

3.3.1.12. Computers and Monitors

The library building must be planned for extensive future use of personal computers, including the online bibliographic and inventory control system. Computer terminals and printers will be used extensively by the general public and the staff throughout the building. Plan the computer stations for the public and staff in such a manner as to allow a user to sit at arm's length from the front and three to four feet from the sides and back of the monitor.

3.3.1.13. Ceiling Heights

Because of a library's many open interior areas, it is felt appropriate that the ceiling maintain an overall height of not less than 10 feet. The modulation of floor to ceiling dimensions within portions of the library building (over service counters, within the main lobby, and in exhibit areas) may be desirable. A uniform ceiling system throughout the majority of the space, however, is preferable in order to increase interior flexibility and to avoid costly renovation when changes of use occur.

The major areas of the building should have ceiling heights which permit complete use and rearrangement of 90 inch high library shelving. Extension of light fixtures, signs, sprinkler heads, etc., into the clear area above shelving should be evaluated in all proposed designs.

3.3.1.14. Restrooms

Locate public restrooms near the entrance to the Library. Provide a staff restroom adjacent to the Staff Room. Provide a children's restroom near the Childrens' areas.

Public restrooms must be accessible and easily supervised from the circulation/information area. Accessibility from the main entrance is necessary. After-hours use by meeting room groups is a necessity with non-entry to other library areas. Separate (men and women) public facilities will be needed, but the staff restroom may be unisex.

Keyed locks will be provided for restroom entrance doors so the library staff may have control if necessary. Privacy lock and security lock (for use by staff) are required. Provisions for handicapped persons must be made in all restrooms. Adequate clock-controlled ventilation is required. Motion lights should be installed. Key operating light switches in each public restroom. The emphasis in the restroom design should be on the utility, durability of materials used, ease of maintenance, and ventilation.

The space allowance for public and staff restrooms is included in non-assignable space. Restroom floor and wall surfaces should be ceramic tile for long-term durability and ease of maintenance. Toilet fixtures and accessories should be vandal-resistant and should include at least:

- Wall-mounted water closets and self-flushing urinals;
- Ceiling and wall mounted phenolic partitions which are durable and vandal resistant with tamper-proof fasteners;
- Partition doors with coat hooks;
- Double-roll toilet paper dispensers;
- A flat floor with a 1/2-inch marble door threshold for holding overflow water;
- Mirrors; consider locating mirrors away from sinks in order to reduce sink maintenance costs related to clogged drains from combing hair;
- Wash basins with automatic shut-off faucets set in enclosed cabinets for stability, use high-quality, durable fixtures, such as Bobrick;
- Foam or liquid soap dispensers located adjacent to wash basins so that excess soap is discharged into the basin;
- Coin-operated sanitary napkin and tampon machines in the women's restrooms;
- Sanitary napkin disposal container in each stall in the women's restroom and the staff restroom;
- Electric hand dryers and paper towels in the public restrooms, but paper towels only in the children's and staff restrooms; check on current type of towels used; e.g., folds;
- Include a diaper-changing station in each public restroom;
- Provide adequate shelf space, including fold-down shelves in the toilet stalls, as users will be carrying books, purses, and bags.
- Assure accessibility for use by the physically handicapped, as outlined by applicable building codes;
- Include a hose bibb and floor drain in each restroom.
- Include waster receptacles in each restroom.

3.3.1.15. Custodial Facilities

Provide a maintenance closet to store maintenance and cleaning supplies and equipment. Include plumbing with either a utility floor drain with eight-inch curbing, or a mop sink, in each closet. Provide adequate venting and exhaust of cleaning solution fumes, mops, and cloths. Provide polished concrete or tile flooring.

3.3.1.16. Building Maintenance

Ease of maintenance should be one of the primary design criteria. General planning considerations include the following:

- Design external and internal window sills, ledges, and all other horizontal surfaces to minimize potential of catching dust;
- Attempt to eliminate corridors that have projections into them. Drinking fountains in corridors should be avoided wherever possible;
- Where possible, mount toilet fixtures, drinking fountains, and other items on walls rather than on the floor;
- Where possible, provide round corners that do not present hazardous sharp edges;
- Avoid the use of ornamental brass or bronze hardware or trim which require excessive labor for cleaning and polishing. If possible, utilize stainless steel or brushed aluminum;

- Utilize rubber or vinyl cove base, rather than wooden baseboards, to provide a scuff-free surface and rounded joints which are easily cleaned;
- Provide adequate sources of both hot and cold water for custodial use;
- Provide an ample number of electrical outlets for custodial use in corridors and large rooms, with 30 amp receptacles provided on 75 foot centers in all corridors to serve maintenance equipment. An outlet should be located near the door or opening of each room or space;
- Locate light fixtures for easy lamp replacement whenever possible. If high ceilings are included in the approved design, lamps must be able to be replaced without mechanical assistance;
- Optimize the use of vision glass in doors to limit unsightly smudges;
- Use paints that are durable and washable, or use other washable materials such as vinyl wall covering; and
- Consider glazed or ceramic tile for fixture walls of the restrooms.

Preventive Maintenance Construction. Require from all design engineers, contractors, and/or sub-contractors, five copies of a preventive maintenance manual that provides a timetable for detailed maintenance for all mechanical and electrical equipment. These manuals should provide names, addresses, and phone numbers of suppliers, parts manuals. These maintenance manuals should also provide timetables for care and cleaning of all building furniture, fixtures, and equipment surfaces. Photograph all installations of wiring, plumbing, that will be covered by flooring, or walls, for expediting future repairs and changes. Require five complete sets of as-built drawings for all custom items and the building wherever actual construction varies from the construction bid documents. Require the contractor to provide both operating and maintenance training for all installed systems. All computerized building systems should be certified as Year 2000 compliant.

Finishes for Floor, Ceiling, and Wall Surfaces. Where feasible, provide stock, off-the-shelf and in-the-catalog products and finishes of the supplier or manufacturer. To facilitate patching and repairs, these stock items should include floor covering, wall covering, ceiling tiles, paints, stains, upholstery, fabrics, and plastic laminates.

Added, or Attic, Stock. The Architect shall require in the construction documents that certain suppliers provide the owner with an added stock of their product for maintenance or repair. It is important to retain a stock of these materials from the same dye lot, manufacturing runs, etcetera, to insure proper matching. The following items and amounts are suggested:

Item	Amount
Wall Covering	10 percent
Ceiling Tile	10 percent
Carpet	5 percent
Vinyl Composition Tile	10 percent
Ceramic tile	5 percent
Fuses	1 for each installed
Breakers	5 percent of branch circuits
Paint	10 percent
Water Treatment	1 year supply
Air Filters	2 complete changes
Smoke or Heat Detectors	1 of each type
Fire Protection Sprinkler Heads	3 percent
Lawn Sprinkler Heads	5 percent

Item	Amount
Anti-graffiti Agent and Remover	10 percent
Laminate (if included on reading tables)	10 percent

3.3.1.17. Book Returns

The outside (wall slot mounted) book return for print as well as non-print items, should have a close visible relationship to the public entrance. The book return room should be adequately planned for book chute and reception into a depressible book cart and to be installed according to the manufacturer's recommendations and to include a lock. The room should be large enough to maneuver the cart. Materials returned to the library in this manner must be contained in a fireproof room with a fire detection system near the Circulation desk area, if possible. A smoke detector, floor drain, and a one-hour fire rating for the walls, ceiling, and door must be incorporated. This book drop room will be equipped with a ceiling light preferably on a motion sensor. The return slot outside should be at a height for easy use by juvenile, wheelchairs, as well as adults. It should be well identified and adjacent to a vehicle pull off or temporary stopping zone. It should be well lighted from the outside and protected from the weather.

If unable to accommodate outside wall book return, heavy, vandal proof stand-alone return may be used. This must be bolted to sidewalk and be accessible from public drive area.

Adequate room will be made for an additional book return in the Circulation Counter and will also have a depressible book cart or a slide to the work area. A slot large enough for print as well as non-print materials will be made in the front base of the counter.

3.3.1.18. Display Area/Fixtures

All existing and/or new works of art such as murals, etc. that are to be attached to the building interior and exterior or free standing should be included in architect's design, adequate space made, installed by contractor, and be a part of the construction bid. A wall acknowledgment plaque will also be included in the construction bid.

Display cases may be free standing or built-in. Free standing should be easily moveable by two persons. Display areas may be in the foyer, at the book stack ends, etc. and should have lockable access and perhaps be lighted. Slat wall with accessories may be used. Also tack wall may be provided in designated public and staff areas. An informational wall for posting public notices, literature, etc. should be available inside the entrance area and may be glassed and locked for staff control.

The display of art work by hanging from wall tracks should be considered in designated areas – lobby, meeting room, etc. Bulletin boards if used must have a sliding, locking glass cover in public areas. Chalk, marker boards, and cork may be used in meeting room, staff lounge, staff workroom, etc.

3.3.1.19. Entrances, Exits, and Doors

There will be only one main public entrance/exit to the library service area, at ground level. The entrance must be highly visible and well identified from the inside and the outside of the library. Also, it must be easily accessible from the parking lot and sidewalk. The entrance should be located to protect the doors from wind and weather and energy savings should be considered. Automatic sliding door openers should be studied by the architect with recommendation as to reliability and maintenance costs.

The entrance must be inviting, utilizing a generous amount of glass to provide visibility to the interior of the library and activity within the building. It is very desirable that part or all of this area be glazed so that it is visually supervisable from the circulation and information area.

A separate entrance/exit should be provided to the *Multipurpose Room* at ground level. Restroom facilities should be secured from rest of library for after hours use by persons using the community meeting room. *A staff/delivery entrance* should be provided, with as near a direct access to the staff workroom and staff lounge areas as possible. It is desirable that the door be situated away from the main public entrance to avoid confusion. It must provide the staff exiting at night a secure, well lighted and immediate access to the staff parking area.

Space must be provided for library and public announcements bulletin boards, pamphlet racks, display cases, public water fountains at two heights, etc. in main entry. Also space for possible public telephone. Water fountains must be surrounded by tile or similar water resistant material. Material to resist scuff marks around the water fountain must also be placed at the water fountains.

All emergency exits will be equipped with alarm devices and be mounted flush with exterior walls and have no exterior hardware. All doors must be wide enough to permit standard size wheelchairs. Doors in staff workroom and storage areas should be equipped with a magnetic or equivalent hold device.

Some interior and exterior doors may be all glass or half glass. All interior doors must be a minimum width of 36" (or ADA standards) and be provided with a glass panel for control and safety and "hold open" devices. Exception to glass panels may be made such as in the Multipurpose Room.

Workroom, restroom, meeting room, entrance/exit, and staff area doors where there will be movement of book trucks and equipment on carts must be protected with stainless steel or similar kick plates. Doors into staff offices and work areas may remain open much of the time so placement with regard to the view from the public service desks and other spaces must be considered and screening provided if necessary.

Door swings must be coordinated with the shelving and furniture layout and circulation patterns. Entrance doors may swing either direction. A double-door or sliding door vestibule at the main entrance should be utilized to prevent drafts and to reduce cooling and heating lost. No center mullion should be used. Wall cavity (sliding) doors may be considered in tight areas where the door may be closed occasionally. Meeting room doors must be equipped with buffers or closing devices that reduce the sound of closing to an absolute minimum. All doors should have magnetic or equivalent lock-open devices.

There should not be any barriers present for the handicapped or elderly. Flush thresholds and doors which open easily are necessary. If used, sliding, not swinging doors should be specified. Door adjustments must be easily accessible by maintenance personnel.

3.3.1.20. Furnishings

The Library Building Committee will be responsible for selection and purchase of moveable furniture. Purchase of moveable furniture may be in the construction contract (depending on terms of contract). The furniture supplier will be responsible for timely delivery and installation. In addition to appearance and scale, furniture, study carrels, and chairs should be selected with utility and long term durability in mind. Proper reinforcement and replacement of components including covering are a prime consideration. Standard stock items and finishes should be specified. All built-in furnishings will be in the construction contract. They may include counters, workstations, carrels, shelving, etc. Modular units for circulation counters, office areas, etc. must be considered.

Wood, high impact plastics and laminates, metal, and fabric covering (where desired) are preferred. Soil resistant treatment must be included. Study tables of four readers are preferred. Tabletop partitions may be placed on study carrels or counters. Moveable furniture and equipment must be equipped with carpet casters. Chairs should have sled bases. Carrels may be single or double-sided. Staff task chairs must be ergonomic in design. Actual samples of all furnishings should be provided from which to select. Present and future furniture must be identified on all furniture and equipment layout drawings, starting at the schematic design phase and continuing through working drawings.

3.3.1.21. Millwork

Custom built-ins and/or free standing millwork will be included in the construction bid. Circulation / reference and study / tutor / computer counters and possibly carrels could be built in. Standard furniture and furnishings may be used, particularly when future additions might be made as in shelving, circulation/information counters, OPAC/CD-ROM stations, workroom workstations, the staff work island, computer counters, and carrels.

Counter fronts, outside corners, walls under computer carrels and OPACs, etc., will take a beating and must be protected with caps, plates, moldings, carpet, acrylic, etc. Counter tops receive a great deal of abrasion and should be surfaced with an extremely durable, washable material such as granite, high pressure laminate, or one that can be refinished or replaced inexpensively. All sinks must have a backsplash of either tile or other water resistant material.

Storage closet shelving in the staff workroom and elsewhere will be adjustable. OPAC/CD-ROM printer shelves will be adjustable. Where possible, cabinetry should be standard size. A coat closet for staff will be provided. Padlockable, vented purse lockers (metal preferred) will also be provided in staff area.

The computers will require strategically located stations in the public area and counters or desks in the staff service or work areas. These stations will be set at two levels (ADA

standards). Review with Library staff the counter space for multipurpose workstations and peripheral devices. Each public computer station should be at least 4' in length, 32" deep and 27" keyboard height or ADA standard and capable of seating at minimum two users. Troughs or other devices to screen the computer wiring must be included. Kick plates are to be used under computers, counters, and carrels. Grommets and wells must be placed in all counter tops and carrels to accommodate wire management. The circulation. reference, and OPAC counters, computer room counters, etc., must have room for keyboards, mice, servers, scanners, and printers. Use of flat screen monitors wherever possible will be considered and will save space.

3.3.1.22. Windows

Sun angles for the annual cycle must be carefully studied and compensated for with overhangs, screens, etc. Windows should be located if possible so as to be shaded from the sun. Wherever possible install windows that open with screens. Selected windows in all major public and staff areas should pivot or open to allow for ventilation in the event of mechanical failure. These windows may be equipped with a keyed lock (one key fits all) or other device to allow for staff control. The architect will recommend, if necessary and if desired, curtains, blinds, or other window coverings. These are to be included in the construction contract. Opening poles for high windows and coverings must be provided.

Selected windows providing an inviting view of the interior from street or sidewalk are desirable. Glass used should be of the non-glare and/or heat reflecting, tinted variety and be insulated. The meeting rooms need to have darkening capability.

Window location must not affect the layout and use of shelving, furniture, and equipment. Windows should not be located in areas where proper security cannot be provided. Caution should be exercised in the use of clerestory windows and skylights because of maintenance costs and the problem of sun control. Maintenance and replacement costs should be considered on all designs selected. Standard available sizes must be used when possible. Removable windows will facilitate cleaning. Interior windows should be located in the childrren's area, study / tutor / computer / homework room(s), staff workroom, staff lounge, and librarian's office.

3.3.1.23. Workstations, Special Purpose Units, and Support Area Electrical Appliances

The Library Building Committee will acquire the appropriate items (includes but not limited to computers, FAX, cash register, copy machine, automated online catalog system, telephones, printers, scanners, etc.) through a purchasing process. However, the architect and contractor will be responsible for the provision of necessary space, power, and related furniture. Purchase and installation of the refrigerator, microwave, etc., will be part of the construction contract. Purchase and/or installation of audio/visual equipment is to be considered for inclusion in construction contract.

The computers will be located in general public service areas, study / tutor, circulation / reference, and staff workrooms and offices. These will be placed so as to be visible to staff but located away from exterior windows and doors. All workstations, special purpose units,

and electrical appliances, present and future, will be identified on all furniture and equipment layout drawings at the schematic design phase and through the construction documents phase.

The cash register will be placed at the circulation desk (preferably on a counter or wall behind the circulation desk) but secured either by placement or covering from public view. The computers and photocopy machine will be placed at their designated places. Photocopy machines must be located in acoustical alcoves or enclosures with room for sorting, storage, etc.

3.3.2. STRUCTURAL SYSTEMS CONSIDERATIONS

The structure of the project will have to accommodate a mix of space and loading conditions. In doing so, the selected systems should integrate well with the architectural design and provide a lightweight, repetitive and economical solution to the program requirements.

3.3.2.1. Floor Loading Capacity

A building structural system with a minimum floor capacity of 150 pounds per square foot live load throughout the building is needed in order to accommodate standard library shelving floor loads. Areas designated for compact storage shelving will require a floor loading capacity of 250 pounds or more per square foot live-load, depending on the specific manufacturer. For compact shelving, a structural engineer's analysis is required to determine the exact floor loading requirements. To handle the considerable present and future collections of the library, 100% of the building will need a floor load capacity of a minimum of 150 lbs per square foot.

3.3.2.2. Bay Sizes

Libraries, to be organized efficiently and to permit inevitable rearrangements, are designed with column placement and the resulting bay size as an important consideration. Dimensions should be based on the 36 inch wide (sometimes called length) library shelf allowing several additional inches per range for uprights and end panels. A double faced section of approximately 12" deep shelves is approximately 24" deep. Aisles in public areas should be ADA minimum clear 36" (although some codes may require 42 inches). An important early consideration in the public area is the establishment of the best bay module. Bays of 25 ft. to 33 ft. represent a desirable range to consider as bays in this range can more efficiently accommodate multiple library shelving ranges.

3.3.2.3. Seismic Considerations

All appropriate seismic requirements must be conformed to by the architect and contractor. Lighting fixtures must meet the standards. These fixtures and lenses must be adequately anchored and secured. Floor anchors, top ties, sway braces, and additional spreaders in the frame and gussets are required as per local codes. All single-faced wall units must be wall anchored. For earthquake Zone 4 (California), single-faced shelving must be floor anchored as well. All shelving must meet current local, state, and federal codes.

3.3.3. MECHANICAL SYSTEMS CONSIDERATIONS

Adequate heating and air conditioning with proper control is essential, with particular attention to energy efficient quiet operation. Excessive heat is a significant problem in summer. Controls, vent locations and any other mechanical elements must not conflict with the complete flexibility of arrangement of shelving, furniture, or equipment. Possible separate heating, etc., system for the Community Meeting Room should be considered.

The mechanical system must be adjustable by authorized staff. It must be efficient, yet effective so that operating costs are kept as low as possible.

The mechanical system and water heaters should not be located on the roof of the library building unless design constraints require it. If necessary, they should be placed over reading spaces, not over collections or staff spaces, and definitely not over exhibit areas.

The system should be designed to maintain the temperature with a variance of no more than three degrees. Plan to maintain a relative humidity of fifty percent (50%) plus or minus 5%. Consider the following in designing the HVAC system:

- Provide a system with low life-cycle costs in terms of operation, maintenance, and economy cycles;
- Provide for the use of sensor thermostats;
- Provide separate control zones for each room.

Design the system with enough redundancy so that a breakdown of one portion will not impair continuous air flow to the public and staff. In case of air conditioning failure, design the system for outside ventilation using air handling units or operable windows. All filters should be located so that they are easily accessible for cleaning and replacement. Particular care should be taken that sufficient air conditioning thermostatic controls are provided and secured against tampering. Locked covers for the thermostats are acceptable, provided they are accessible to staff. Interior thermostats should not be located where wall shelving is to be installed. Consider utilizing ceiling or exhaust fans in the staff workrooms, the staff room, and meeting and conference rooms, to support economical air circulation. Placement of all thermostats should be done in conjunction with the shelving and furniture layout.

There should be a filter and humidity control system. Adequate humidity with proper control may be necessary. Summer humidity must not require boiler operation. All air introduced into the building must be filtered. No license shall be required to operate any of the mechanical equipment in the building.

Adequate ventilation must be provided to all seating and lounge areas including a thorough mixing of air in rooms, no stratification of air.

Kitchen cooking area and restrooms require an exhaust fan. All hardware and mechanical items specified and maintenance service should be available locally. The equipment room housing the

heating and cooling equipment should be accessible for outside maintenance repairs. Outside versus roof placement of systems is preferred.

Air Filtration. Library books, journals, and newspapers housed in the building create paper pulp dust. It is imperative that the HVAC system have air cleaners and filters that can effectively deal with the dust while maintaining the temperature and humidity requirements as specified.

Building Automation System (BAS). A building automation system should be considered. The system should be comprised of a programmable central monitoring control and supervisory system operated by staff, which incorporates and integrates various features. It should be accessible via a modem to support maintenance, programming, and reporting requirements.

Mechanical Room and equipment must have adequate ventilation and insulation, adequate clearance for maintenance and ample access to all equipment. The room should also have adequate access to outside for removal of heavy equipment, sound insulation in equipment, and vibration damping especially for any attic mounted equipment. All custodial work area must be separate from this room. Inside or outside installation of equipment is suggested rather than rooftop installation.

3.3.3.1.   Plumbing

Design and specification of these systems must ensure that the library will not be susceptible to future water problems or damage. Draining systems must be adequately sized and one-way valves incorporated to prevent backup. There must be no water or drain lines running over major book storage areas. Outside faucets must be vandal proof. Adequate floor drains must be installed in the custodial and restroom areas.

3.3.4. ELECTRICAL SYSTEMS CONSIDERATIONS

The Twelve Bridges Library should be a fully automated library providing the functions of circulation, Online Public Access Catalogs (OPACs), and public multimedia and reference computers. Library service and work equipment will require a plethora of communication, power, and data support receptacles. Accommodations requiring flexible placement of outlets will include:

- Local Area (LAN) and Wide Area networks (WAN);
- Personal computing, electronic mail, and word processing systems;
- Monitors for computers and other staff functions
- Internet and World Wide Web (WWW) access multimedia computers;
- Computers with access to commercial databases, both in-house and remote;
- Microfilm reader-printers;
- Task lighting;
- Photocopying and telefacsimile machines;
- Telephones;
- Telephone key system;
- Self-checkout stations;
- Book theft detection system;
- Other devices.

In addition to electrical power, the use of automated systems necessitates extensive networking cable links between Monitors and any central processing units (CPUs), optical character recognition readers (OCR), computer printers, and other terminals and computers located throughout the building, or miles away.

3.3.4.1. Electrical System/Wire Management/Telephone/Intercom

There will be adequate electrical service provided for both present and future rearrangement and addition of computer equipment, telecommunication technology, and audio/visual equipment. If grids are used in the floor, they must be evenly spaced runs of conduit and floor outlets in public areas as well as work areas thus creating a grid for complete flexibility. All grid floor wiring should be in floor and flush. All floor outlets are to be flush mounted, capped, and covered with matching floor covering. All wiring is to be reviewed and coordinated by the Library's Information Systems staff and the City's Information Systems Department.

The following provisions will be made:

- Sufficient voltage and outlets for computer, terminal, modems, etc.
- Minimum fourplex outlet for each station and phone line, data cables
- Dedicated lines installed and placed where needed
- Clean power free of surges or spiking
- Transformer and other regulatory devices will be needed
- Consider use of protection at circuit breaker box

Conduits to all of these points, plus study / tutor / computer / homework room(s), staff workroom, etc. will be required, using dedicated electric and data cabling. Number and locations will be designated in design development. Audio/visual wiring and installation should be considered and if desired, included in construction contract. Under-carpet or raised carpeted floor sections for wiring system of telephones, computers, and electrical service is highly advised. Particular attention should be given to the weight of shelving, furnishings, etc. if raised-floor panels are used. Conduit must be properly anchored or isolated to avoid carrying mechanical system vibration.

Great care should be given to layout of wall and floor outlets so there is no interference with shelving. All wall electrical outlets must have juvenile safety caps and be vandal proof. Adequate outlets in either floor, wall, or under-counter must be easy to use and reach.

The electrical system should be capable of providing 220 volt service for heavy equipment in specified locations. Height of outlets must be at ADA standard. All carrels and counters used for computer work will be "wet". The entire building is to be "cable" ready. Fiber optics will be considered. Outlets will be needed for cash registers, copy machines, refrigerator, microwave oven, FAX, computers, and clocks. All outlets must be three pronged.

The telephone and possible intercom systems will require adequate conduit for use of a combined system within the building, serving all staff and public service points and future

needs. Dedicated lines must be installed for FAX, OPACs, Internet, and LAN / WAN services.

Telephone jacks should be placed in the Community Meeting room, study / tutor / computer / homework room(s), staff lounge, staff workroom, circulation desk, information and/or reference counter(s), and other public areas for plugging phones in when needed. Cordless phones will be reviewed. Each service desk is to be wired for outside telephone connection.

The telephone system should have the capability to page staff in all areas of the building, An intercom system may be needed for safety announcements to the public. Direct communication between the workroom and the public service counters is essential.

The library's telephone system will be integrated. The telephone system controls will be located in the Telecommunications Room – the telephone system controls, tapes, and system software / hardware.

The central answering point for the library will be at the Reference Desk. A phone answering device that gives the hours the library is open and takes messages will be located here or in the staff workroom. The FAX machine should be at the Reference Desk. A pay phone for public use should be installed in or near (in a well-lighted area) the building and be available for after-hours calls when the meeting room is in use. More discussion is required by the Library Building Committee (LBC) with appropriate communication consultants to determine the best internal telephone system. LBC may purchase telephones or they may be in the construction budget.

3.3.4.2. Cabling For Sound, Data Access, and Power

The absence of full-height partitioning in a modern library facility will prevent conventional vertical wall power and communications distribution from providing adequate serve to much of the open floor interior space. Conduit should run throughout the library to accommodate voice, data, and electrical hookups. These outlets should be placed throughout the library near study areas, in carrels, and all seating so that people will be able to use their laptop computers, their audio earphones, and other media and information technology devices, including electronic books, in the library without having to use a special workstation. This capability may not all be available at opening, but the infrastructure should be put in place so that as capabilities become available, the library can respond without great cost. Some areas will also be cabled for video conferencing, satellite up and down linking, and cable up and down linking. These are in the functional area descriptions.

A uniform under-floor distribution system is recommended with a raceway configuration dimensionally compatible with the overall approach to interior space planning (i.e., stack configurations and seating/workstation patterns). This system, combined with the provision of "wet" columns, will allow a suitable degree of flexibility over time, with relatively moderate utility renovation cost associated with adjustments to library occupancy patterns. High quality data and image communications will in the future be very much dependent upon the nature of the distribution system within the Library.

A location on the roof of the library facility, or if technically more appropriate on an adjacent structure, should be assumed for the installation of a future satellite dish antenna. This

communications capability would then permit teleconference linkages to national and international networks as they evolve.

Voice, data, and satellite drops should be provided in each group study room, the Community Meeting Room, and the children's story area. These drops should be home-run to the main telecommunications room. The conduit for the satellite dish should home-run to the telecommunications room.

3.3.4.3. Powered Furniture Panels

Consider the purchase of furnishings and office systems that incorporate power panels on concealed race-ways built in, through which power, data, and communications cables can be run.

3.3.4.4. Lighting and Interior Illumination

Special attention must be paid to lighting in the library environment. The library will be open all seasons, day and night. Glare from natural light should be checked to assure it does not blind staff at service desks or the public as they move around in the building. If skylights or clerestories are part of the design, a computer model of the angle of the sun as the seasons change should be provided to clarify the impact of bright sunlight on areas affected. Task lighting should be provided for reading tables and carrels. The multipurpose and group study rooms should be equipped with light dimming controls.

The lighting system for the building must be controlled centrally. The system must have a control panel which can be set by authorized staff to turn lights on or off by zones according to the time of day or night. The zone control for the lights should have a manual override capability. The control panel should be located near the Circulation Desk, but not visible to the public. A small closet near the Circulation Desk for the lighting control panel, the security system control panel, and the fire protection alert panel is desirable. The security and fire control panels have both visible and audible alerts that should be placed where they can be easily seen by staff at the Circulation Desk. It is important to have all building systems panels and alerts in the same area so staff are not wandering all over the building to carry out various building-related functions. Provide a duplicate lighting control and security system arming station near the staff entrance.

A variety of lighting conditions will occur with the new Library. In those areas of the Library where the interchange of space usage is contemplated over time, consideration should be given to a uniform lighting solution. It may, however, be cost effective and environmentally desirable to modulate illumination levels where appropriate.

Lighting fixtures in the library should be of a type and arrangement so that requested light levels will be achieved regardless of shelving and/or seating configurations. Variable lighting control will be required within selective areas of the Library in response to new technologies involving image viewing, computer screen illumination and video displays.

Major considerations in fixture selection should be keeping the number of different types of fixtures to a minimum and the ease of retubing. A special concern where overhead

fluorescent lighting is utilized will be to avoid high glare conditions. The use of prismatic lenses with a minimum lateral light distribution pattern should be considered.

The general lighting pattern and switching should be separate from the night lighting and emergency lighting system. Night lighting should illuminate the building at all times when the building is closed to the public. The night lighting system should also provide for safe staff egress. An emergency lighting system is to be provided in all areas of the building, particularly in exit areas as required by area building codes. Recharging battery powered emergency lights must be installed in each workroom area.

An optional approach to illumination should be given consideration for portions of the new Library. Where there are open office and patron seating areas, an alternative to a high level of general overhead lighting may be, where appropriate, a task-ambient lighting system. This concept involves a lower overall room foot-candle level, (up to 35% less), with work surface illumination enhanced by individual light fixtures. The task-ambient lighting system can often provide a higher quality of non-glare illumination with the potential for savings in energy costs.

Access to natural light from interior spaces is attractive in a number of ways, and should serve as a supplement to the building's lighting systems. The treatment of glass on exterior wall surfaces must be given careful consideration with the impact of perimeter glass upon the interior spaces and functions thoroughly evaluated. Excessive amounts of direct sunlight can cause undesired glare for study and work activities. Also the concentration of the ultraviolet spectrum in natural light can cause the deterioration of print material and book bindings.

Light is of major importance. There must be a carefully planned combination of controlled natural and artificial lighting with no glare at table top or reading level. Good, uniform lighting is required. Seismic standards must be met. Fixtures and lenses must be adequately anchored and secured.

A common mistake in design is to base the lighting layout on the shelving and furniture layout. The latter will change in many ways through the years. The lighting design should accommodate this without moving or adding fixtures. The placement and relocation of high, 84" - 90" book stacks should be accommodated by the lighting plan. Attention must be given to the light on lower shelves and "shadowing" created by the placement of these tall shelving units. Possible lighting on stacks should be considered as well as task lighting on tables. Design of ceiling areas and fixtures used should prevent heat buildup problems, particularly in smaller, enclosed areas.

The architect and required illumination engineer must work very closely with the Library Building Committee to provide high quality lighting of an acceptable level throughout the library without glare or shadowing

Interior lights should be restricted to fluorescent fixtures using white long-life tubes. Incandescent fixtures should be restricted to staff lounge area for residential atmosphere, closets, and other limited uses. Special effect lighting and fixtures should be kept to a minimum. The variety and types of tubes and bulbs needed must be kept as few in number as possible to facilitate stocking and replacement. Parabolic fixtures have worked well in libraries.

Lighting levels in the open public areas should be of such a type and so arranged that the required light level can be achieved regardless of the arrangement of shelving or seating.

It is necessary that replacements for all tubes, bulbs, lighting fixtures, and other lighting equipment be available locally. Bulb changing equipment must be provided. Ease and accessibility of replacing light bulbs is essential. There must be adequate clearance between down lens panels and shelving and other fixtures. Adequate storage space for tubes and bulbs must be provided.

No cylindrical or recessed heat producing lighting fixtures are to be used in any area where patrons or staff are working. Spotlight fixtures are not to be used in any area where patrons or staff are working. Spotlight fixtures are appropriate only for the high lighting of specific display areas.

Public area lighting is to have proper switching located behind circulation/information desk or other protected area. Circuit breakers must be used. The system installed must be properly labeled with permanent labels. The switches should control a sufficiently large area so that the building's lights may be turned off with speed and ease. Multiple tube fixtures in office, work, and conference areas shall be double switched to allow half or all of the tubes in each fixture to be turned on so that the light level can be varied. Individual rooms must have switched lighting and/or motion sensor lighting.

Special attention must be given to tasks performed on building perimeters to ensure that the location of the light source provides the designated level of illumination. Task lighting at tables, etc. may be needed. Switch locations and fixtures selected will be reviewed by *Library Building Committee* prior to final approval.

Special attention is to be given to lighting fixtures and lenses over computer screens so as not to cause glare. Also adequate lighting should be placed over the circulation desk for computer work and paper work.

3.3.4.5. Communication Systems

The need for dependable telecommunications in the new Twelve Bridges Library not only includes the normal voice telephone systems but extends to automated communications as well. A key element in communication support is the requirement for a telecommunications closet. This space is generally expected to fall into that space included in the twenty percent (20%) unassigned space ratio programmed for the facility. However, given its key role in achieving necessary functional operation of the facility, it is more specifically identified in the program:

- A telecommunications closet to contain cabling terminations, patch panels and multiplexing equipment for both voice and data purposes should be provided. The Telecommunications Room should be equipped with a back-up dedicated air conditioning unit so that the temperature of 70 degrees and a relative humidity of 40% to 60% can be maintained at all times.

- A penthouse, rooftop, or top floor communications room of no less than 50 square feet should be established to support rooftop microwave and/or satellite communications antennas in the future.

Only by recognizing the need to flexibly accommodate a significant amount of initial and future telecommunications cabling will the facility be able to support the numerous voice and data networks identified for potential implementation.

Telephone System: Confer with the City of Lincoln staff and the School District in planning for the telephone and telecommunications system and the number of dedicated telephone lines that should be required. Consult with the library staff on the number of dedicated telephone lines required for patrons dialing the library via the computer from off-site locations. Confer with library staff regarding the placement of all instruments and the number of incoming and outgoing lines required. The library telephone system should be separate from the city telephone system and voice and data drops should be provided at all workstations. The library will be connected to the City's network for data communications. Pull strings should be provided in all conduits. See *Section 6 Area Forms* for further information on telecommunications requirements of individual spaces.

Public Telephone System. Consider stand-up, open-front public telephones with provision for use by the handicapped. There should be at least one telephone for the physically handicapped in the building. A complete empty conduit system, including drag lines within all conduits one inch or larger, should be provided from the point of service entrance to locations throughout the building, as prescribed by the library. This system should also include required pull boxes and strip cabinets. Telephone wiring, connections and instruments should be provided by one local vendor.

Public Address System. The public address system will have multiple zones of overhead paging. The public address system should be integrated with the telephone system so that it can be accessed from numerous locations in the building. The system should be equipped with at least five zones: public area, staff area, Young Adult Area (this area should be able to be reached without disturbing anyone else in the Library), Community Meeting Room, and all-call. The paging system may be addressed through microphones or through the telephone system. Locate the public address controls at the Circulation Desk. Provide paging volume controls in the Multipurpose Room. Control the sound level of the paging system by correct spacing of the speakers. Closer placement of speakers should result in a less disruptive paging system because the volume can be kept lower. Provide for the ability to utilize audiocassettes with the system. The Multipurpose Meeting Room should have a separate public address system for meetings with both microphone and line-in jacks provided in convenient locations. Consider the use of wireless microphones for the Multipurpose Room and Classrooms systems.

3.3.4.6.   Fire Protection - Sprinkler System - and Life Safety

Library facilities present significant life-safety and fire protection problems in light of their high volume of usage and the large combustible load of their holdings. It is recommended that a water fire suppression (sprinkler) system serve as the basic approach to fire protection in the Library. While water damage is of critical concern within a library facility, it has been

found that the impact of such damage can be reasonably mitigated through rapid action by local fire department personnel if prior planning and coordination has been initiated.

Consider a sprinkler system in the library that is a pre-action system with an on/off thermostat; the sprinkler turns off when the fire is out, localized, and have copper versus steel piping to prevent staining. Use of a pre-action fire protection system is highly recommended and required for the Telecommunications Room.

A zoned, individually coded fire alarm system, with separate and distinct codes for smoke detection and sprinkler water flow, should be investigated. The system should include, but not be limited to, the following:

- Fire alarm control panel;
- Remote annunciation panel;
- Manual fire alarm stations;
- Area smoke detectors;
- Duct smoke detectors;
- Heat detectors;
- Sprinkler water flow switch alarm;
- Alarm bells;
- Visual alarm lights;
- Central station alarm, supervisory and trouble connection control;
- Air handling systems shutdown control;
- Elevator recall control (if an elevator is part of the building);
- Electromagnetic door holders and release control;
- Sprinkler valve tamper switch supervision;
- Emergency generator supervision;
- Fire pump supervision;
- Manual code switch; and
- Battery backup.

Signal termination panels for this system should be provided near the Circulation Counter.

3.3.4.7. Security Systems

The design solution should pay attention to the reduction of vandalism and provision of a high level of security for persons and property at all times. An alarm system with a separate system for the Community Meeting Room must be included in the construction contract.

Provide an intrusion security system to detect unauthorized entry when the library is closed as the library will house valuable collections of books and documents, works of art, considerable electronic equipment, office machines and vending machines. Provide for smoke and heat detectors to detect a fire at its inception and provide a local warning. Locate the system controls out of reach of children. Equip all emergency exits with an audible alarm and visual alert at the Circulation Desk. Provide dead bolts for all exterior doors. Provide removable core locks for all doors. Consider an electronic card reader system for the staff entrance.

The security systems should be designed so that it is possible to operate the Community Meeting Room with access to the adjacent restrooms when the library is closed. Roll-down

gates or some other solution should be provided to prevent entrance to the library from the Community Meeting Room and restroom area when the Library is closed.

Cameras may be needed to monitor around the Reference Collection, the government documents collection, fiction Collection, the Nonfiction Collection, the International Room, the Young Adult area, the Quiet Area, the magazine area and the AV areas.

Library Materials Security System. A library materials security system will be utilized. The building design should provide for the installation of the library materials security system to detect and deter the unauthorized removal of library materials from the library. The system calls for the placement of special RFID targets in library books and other materials. When materials with these exposed targets are carried out of the library by a patron exiting through a detection aisle, an alarm sounds alerting the library staff and/or the security guard at or near the Circulation Counter. Before the design of the entrance and exit and circulation counter area is finalized, extensive discussions with the vendor and library staff *must* be held. This system also provided inventory control and materials flow management capabilities to the library staff. Sensors located in book returns and other places in the library detect individual library items and connect to the library's online catalog and circulation system to identify materials as returned or the location of items as they leave the library.

Make sure that computer networks at the Circulation Desk and elsewhere are not interfered with by the security system.

Building Security System. A security control panel should be provided in the Circulation work area that provides both system status and status for each exterior door. Security system arming stations should be provided near the loading dock door, staff entrance, and main entrance. A separate zone and arming station should be provided for the Community Meeting Room.

Exterior Door Security System. An electronic exterior door security system capable of locking all exterior doors of the building by means of a magnetic locking device should be considered and specified with signal termination panels located in the Circulation Workroom if specified.

Locks, Keying Systems. A building keying and/or key card access schedule tat is a simple as possible should be prepared by the architect and reviewed by the Library Building Committee. A system should be based on staff need for access to the building and interior areas to perform their respective duties. The need for a large number of keys and constant access to a key case must be avoided. Zoned master and grand master keys should be used. Some keys may be given to police and fire departments. All storage closets and cash drawers in the Circulation and Information counters are to be lockable.

A key card access system for the building is preferable to reduce the need for keys and reduce staff hours needed to maintain the system.

3.3.4.8.   Clocks

Electric clocks should be provided throughout the building and be visible in every major public and staff area. Clock location should be provided in workroom, staff room, meeting

room, and in general public areas as final plan determines necessary for easy visibility. They should be controlled by a master clock controller from which time can be changed and set as needed. The controller must be located near or in the Circulation staff area, in the same closet as the light controls, and be accessible to appropriate staff for changing the time. Clocks selected should be highly legible and easily set and maintained. The clock allowance should be provided in the general contract and it is recommended that the clocks be specified prior to construction bids.

4.   Spatial Relationships

The spatial organization of the Library is one of the most significant physical determinants of its successful operation. Library users must be provided convenient access to services without undue movement throughout the Library. Likewise, library materials should be easily accessed, and staff should be able to move themselves and materials throughout the building in a logical and efficient manner. It is also essential to an efficient library operation that individual functional components be located in close proximity to one another where work flow or direct communication requires such a physical relationship.

4.1.   Areas of the Library at Twelve Bridges

The building program for the Library at Twelve Bridges identifies 15 major units in the library as well as building support and systems needed for the building to serve the public. These major units of space are identified in *Table 4.1* below; each area within a unit is identified. Each "unit" has been assigned a one to two digit number for reference purposes and each "area" has been assigned a three or four digit number which is called the "Area Data Form Number" (ADF Number) in this document. These numbers are for reference purposes only and are intended to assist individuals when reading the program or working with it. They are used throughout the document to refer to specific spaces and clusters of spaces.

4.2.   Access Zones

Another guide to assist in spatial organization in libraries is the establishment of access "zones" within the library facility that define groupings of functional components relative to their accessibility to library users and staff. For the expanded facility, four access zones are conceptually defined to guide the layout of space, functions, and security systems.

Highest Access Zone: This zone is essentially the space located in the Entrance Lobby to the Library *(ADF101)*. It is the one place in the library that the public must travel through before passing through the library's security system and into the library itself. This space can be accessible when the library closed.

Regular Access Zone: The majority of library spaces – public service areas, seating areas, open collections, group study rooms, etc., are located in the regular access zone area. The library materials security system is one of the elements that separates the Highest Access Zone from the Regular Access Zone. Users must check out their library materials before leaving the Library's Regular Access Zone or the library materials security system will alarm as they leave the library.

Table 4.1. List of Areas in the New Library at Twelve Bridges

AREA		AREA	

Library Entrance (Outside Security Gates)

101   Library Entrance Lobby

Library Lobby

205   Express Lookup
206   Express CheckOut
207   Express Holds Pickup

Circulation Services

301   Service (Circulation) Desk
302   Circulation Work Area
303   Returns Room

Browsing Services

401   New Arrivals
402   Returns Sorting
403   Thematic Collections and Displays

Photocopy and Imaging Services

503   Photocopy Services Area

Reference / Information Commons

601   Reference Area
602   Reference Desk
603   Community and Regional Information Area

Periodicals Area

701   Periodicals and Newspapers

Adult Services

801   Collections and Seating
805   Group Study Rooms (3 rooms @ 4 seats each)
806   Group Study Room (1 room @ 6 seats each)
807   Tutoring Rooms (2 @ 4 seats each)

Media Services

901   Media Collections
902   Media Viewing and Listening Stations
903   Media Screening Room

Young Adult Services

1001   Young Adult Area

Learning Center

1103   Homework Center
1104   Computer Lab / Technology Center

Children's Services

1201   Children's Area
1202   Children's Media and New Books

1210   Toddlers and Preschoolers Area
1220   Children's Activity/Storytelling Area
1230   Family Restroom / Toilet

Staff Areas

1501   Staff Work Area - Reference / ILL
1560   Staff Work Area - Processing
1561   Staff Work Area - Shipping/Delivery
1562   Storage
1570   City Librarian's Office
1572   Staff Conference Room
1580   Staff Lounge
1590   Staff Restroom
1598   Telecommunications Room

Friends of the Library Areas

1601   Friends of the Library Processing Area

Community Library Multipurpose Center

2000   Community Room Lobby
2001   Community Meeting Room
2002   Kitchenette
2003   Storage Closet for Equipment
2004   Storage Closet for Furniture

Building Systems

3001   Men's Restrooms
3002   Women's Restrooms
3005   Mechanical Room
3010   Custodial Closet

Limited Access Zone : Areas in this zone are generally not accessible to the public unless an event, program, or other activity is taking place within the space to which the public is invited or for which the public has an appointment or reservation. These spaces may have special hours when they are accessible to the public. Areas in this zone include the Community Library Multipurpose Room and the public restrooms located off the Entrance Lobby.

Staff Access Zone: Included in this group are the administrative and staff work areas of the Library. Access to this space is controlled and supervised by library staff. The public is not generally allowed in these spaces without staff approval or an appointment.

4.3.   Adjacencies and Spatial Organization

The bubble diagram presented in *Figure 4.1* below provides a brief legend on how to read the bubble diagrams used in portions of the following pages.

Figure 4-1. Bubble Diagram Legend

NO RELATIONSHIP WHEN
BUBBLES DO NOT TOUCH

ADJACENCY REQUIRED
WHEN BUBBLES TOUCH

DIRECT ACCESS REQUIRED WHEN BUBBLES OVERLAP

OR

ACCESS REQUIRED BUT NOT ADJACENCY WHEN
BUBBLES CONNECTED BY AN ARROW
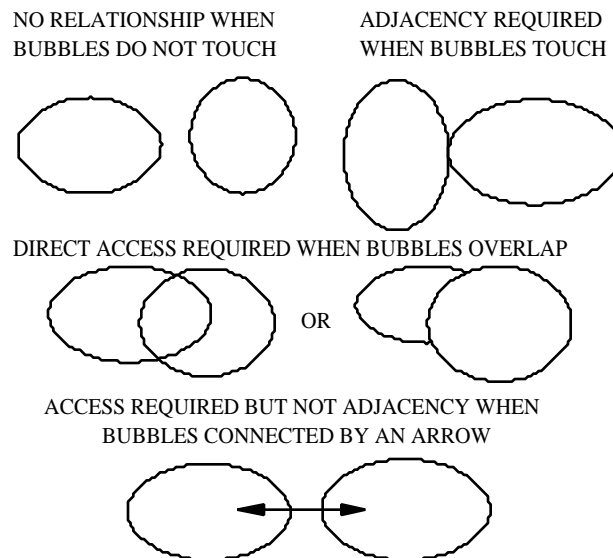
4.4.   Spatial Relationships among Library Areas

The diagram in *Figure 4.2* on the following page represents the desired functional and spatial relationships among spaces in the expanded library. The functional adjacency requirements defined in *Figure 4.2* serve as a guide for both space planning and architectural design. Although the complete satisfaction of these requirements may be somewhat compromised by physical realities, their establishment should act as a benchmark against which to evaluate alternative approaches to the organization of space and functions within the library facility and to balance functional requirements with design.

Figure 4-2. The Library at Twelve Bridges – Spatial Relationships
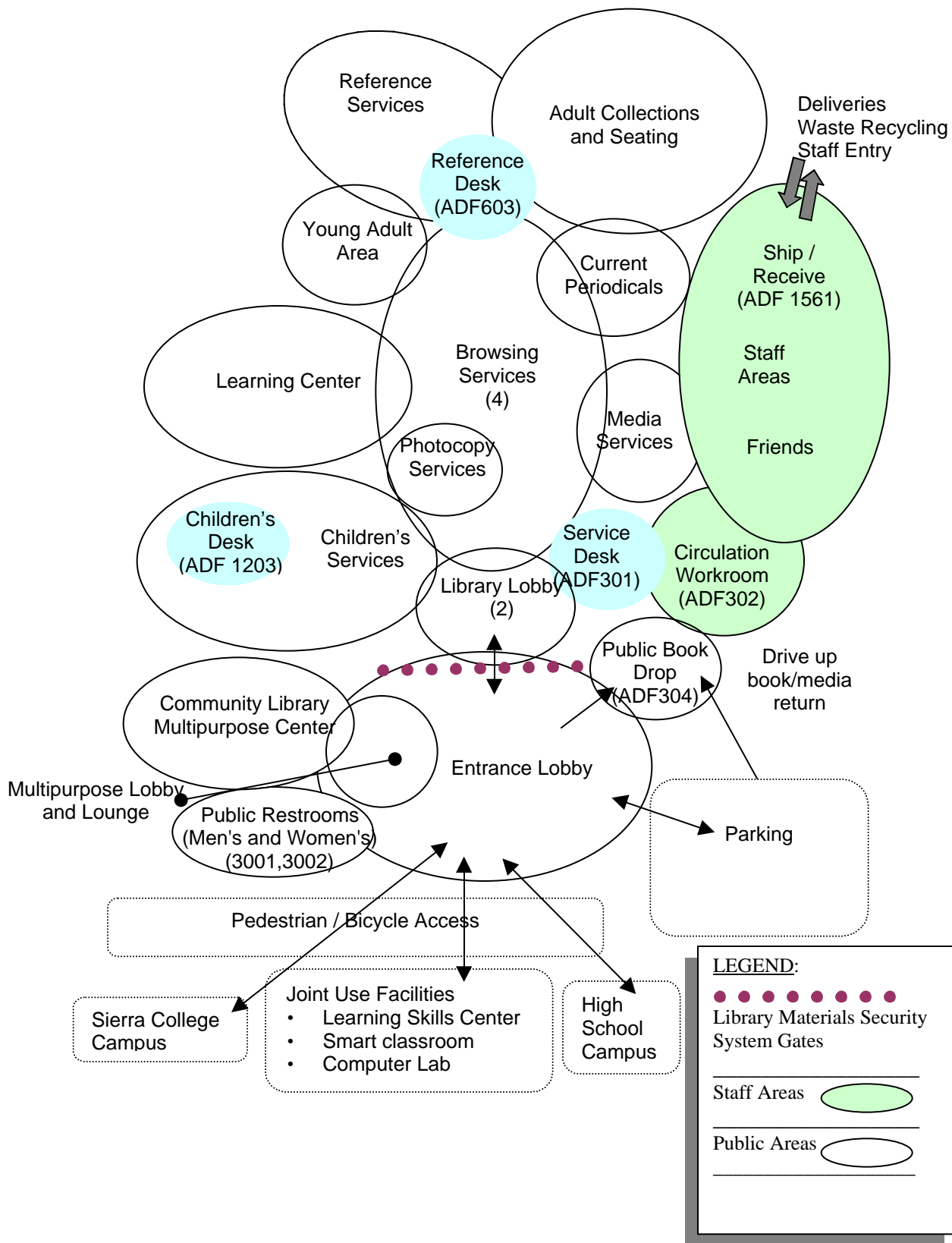
4.5 Functional Areas and Spatial Relationships - Selected Area Descriptions

The Library is made up of a number of individual spaces within the building. Public service areas will comprise the majority of space in the library building. Staff areas and public service desks are two other types of spaces in the library. Functional descriptions and spatial relationships among the various areas and functions in the library are described below. Detailed descriptions of each space in the library are further described in Section 6 of this program on Area Data Forms.

4.5.1. ENTRY LOBBY (OUTSIDE MATERIALS SECURITY GATES (ADF 101)

The entrance to the library needs to be closest to most of the library parking.

The Library entrance is a very important part of the library. It provides a transition space from the outdoors and should establish the character of the library. It must be attractive and inviting. Traffic flow must be smooth; those entering and leaving the library and others moving from one section of the library to another pose a potential conflict in traffic patterns. The décor of the lobby should establish the library as a friendly community and campus place, serving also as a transition to the quieter areas within the library. Visitors should be able to visually orient themselves to the library's major areas while passing through the entrance lobby. A Library directory including location of various services and hours of service needs to be in the entry area. The directory needs to be in English and Spanish.

Library hours should be clearly listed on a sign. The library materials security system gates will be located between the Entrance Lobby and the Library itself. Provision should be made to allow the future addition of a City/Library/Campus community electronic directory information kiosk (with a touch screen) in the Entrance Lobby. The Entrance Lobby is a place where donors might be recognized with plaques or other appropriate designations.

The Entry Lobby will set the tone for the library services and programs offered within and should indicate to the user he or she will experience delightful, useful, and rewarding times in the library beyond the Entrance Lobby.

Pamphlet Distribution Alcove

This area will be a nook or alcove, accessible from the Entrance Lobby. It should be attractively designed to minimize clutter and "messiness." Bins should be designed to hold various sizes of announcements, newsletters, community papers, and bus schedules. The library's pamphlets, flyers, bookmarks, etc., as well as community- and campus-oriented pamphlets will be displayed. Plexiglass holders on the walls and stackable spaces or bins for holding handouts and giveaways will be provided. Whatever design solution is found for this space, it must be able to handle a number of different pamphlets

and be easily maintained and neat in appearance. The design of the area must be developed with extensive library staff input.

Sliding Glass Doors - Entry Doors

Automatic sliding glass doors open from the Entrance Lobby to the Library Lobby. The doors must open electrically, but must be easily opened in case of electrical failure. The doors must be wide enough for wheelchair access, both entering and exiting the Library.

Library Materials Return

Three slots for the return of library materials will be located on the wall in the Entrance Lobby (one slot for Children's material, one for Audio-Visual / Media materials, and one for everything else. The slots should empty into the Book Return Room next to the Circulation work area. Each slot needs to have a depressible book bin under the chute. There needs to be a sign above these slots in English and Spanish telling people if they owe fines or need to pay for damages on the items, they need to bring them into the library. The slots will have sensors for the library inventory control system to automatically sense which books have been returned in the slot and discharge them.

4.5.2. LIBRARY LOBBY (INSIDE LIBRARY SECURITY GATES) *(UNIT 2)*

Immediately visible as one moves from the Entrance Lobby, through the library materials security gates into the Library Lobby (Unit2) should be a variety of services that will present a wide range of choices including:

> ➢ Circulation –- returning and borrowing books and other materials;
> ➢ Browsing – new and popular books and media;
> ➢ Accessing – the online library catalog, electronic databases, and the Internet;
> ➢ Magazines and Newspapers - current and back issues;
> ➢ Self-service stations for charging out materials, picking up holds, and checking the catalog;

Inside the security gates, space should be open, inviting the visitor to explore all parts of the library.

Library Materials Security Gates

The Library will have a library book / materials theft detection system in place when the Library opens. The security gates between the Entrance Lobby and the Library Lobby should be attractive and unobtrusive, yet functional. Everyone exiting the library must go through the gates. There should be no space on either side of the gates that would enable people to bypass the security gates. The location of the library materials security gates, through which everyone must pass on entering and leaving the library is especially critical to staff at the Circulation Desk. Circulation Desk staff must respond to alarms

when users exit the gates with uncharged library materials. The system will alert them to a breach, a video tape will record an image of the person exiting, the security system will ID the individual if they are carrying a library card, and an alarm will sound. Staff at the Circulation Desk may be required to stop the individual from exiting the building.

Express Services

Other services located in the Library Lobby include self-service stations for looking up information on the library's online information resource catalog, checking out materials, and picking up holds. This will be a cluster of stations where patrons will be able to check out books and other library materials, look up materials needed, pick up holds, register for library services, and review and print their library record. In time, we also expect patrons to be able to pay fines and other fees through express stations with their library card, credit card, or other money card. Most of these services will also be available at the Service Desk, but one of the objectives of the new library is to have all high-volume, routine library services be self-service. This will take an enormous load off the Service Desk and allow it to be more effective in providing services to patrons who need services that require staff assistance. At the same time, it will provide patrons with a quick way to access services without waiting in line for a staff person.

Section 5

SUMMARY OF FACILITY SPACE REQUIREMENTS AND OTHER TABLES

Table 5.1 Summary of Facility Space Estimates

Name of Area		Area ASF	Unit ASF Subtotal
Library Entrance (Outside Security Gates)			**320**
101	Library Entrance Lobby	320	
Library Lobby			**425**
205	Express Lookup	120	
206	Express CheckOut	253	
207	Express Holds Pickup	52	
Circulation Services			**1,278**
301	Service (Circulation) Desk	678	
302	Circulation Work Area	440	
303	Returns Room	160	
Browsing Services			**548**
401	New Arrivals	198	
402	Returns Sorting	213	
403	Thematic Collections and Displays	137	
Photocopy and Imaging Services			**333**
503	Photocopy Services Area	333	
Reference / Information Commons			**3,369**
601	Reference Area	2,904	
602	Reference Desk	419	
603	Community and Regional Information Area	46	
Periodicals Area			**1,045**
701	Periodicals and Newspapers	1,045	
Adult Services			**6,583**
801	Collections and Seating	5,750	
805	Group Study Rooms (3 rooms @ 4 seats each)	384	
806	Group Study Room (1 room @ 6 seats each)	193	
807	Tutoring Rooms (2 @ 4 seats each)	256	
Media Services			**2,037**
901	Media Collections	607	
902	Media Viewing and Listening Stations	975	
903	Media Screening Room	455	
Young Adult Services			**1,480**
1001	Young Adult Area	1,480	
Learning Center			**2,751**
1103	Homework Center	1,403	
1104	Computer Lab / Technology Center	1,348	
Children's Services			**4,368**
1201	Children's Area	2,371	
1202	Children's Media and New Books	20	

Table 5.1 Summary of Facility Space Estimates

Name of Area		Area ASF	Unit ASF Subtotal
1210	Toddlers and Preschoolers Area	1,637	
1220	Children's Activity/Storytelling Area	340	
1230	Family Restroom / Toilet		
Staff Areas			**2,899**
1501	Staff Work Area - Reference / ILL	452	
1560	Staff Work Area - Processing	1,033	
1561	Staff Work Area - Shipping/Delivery	135	
1562	Storage	210	
1570	City Librarian's Office	175	
1572	Staff Conference Room	236	
1580	Staff Lounge	438	
1590	Staff Restroom		
1598	Telecommunications Room	220	
Friends of the Library Areas			**202**
1601	Friends of the Library Processing Area	202	
Community Library Multipurpose Center			**2,521**
2000	Community Room Lobby	695	
2001	Community Meeting Room	1,466	
2002	Kitchenette	80	
2003	Storage Closet for Equipment	80	
2004	Storage Closet for Furniture	200	
Building Systems			**30**
3001	Men's Restrooms		
3002	Women's Restrooms		
3005	Mechanical Room		
3010	Custodial Closet	30	

Total Estimated Library NASF (Net Assignable Square Feet)	**30,189**
Estimated Unassignable SF @ 21% of Gross	8,025
ESTIMATED LIBRARY GROSS SQUARE FEET	**38,214**

Table 5.2 Planned Collections by Media

Media		Existing Collection	Planned Collection	Linear Feet
Volumes				
401	New & Popular Books		500	50
601	General Reference Collection		10,000	1,667
602	Ready Reference		200	34
603	Community and Regional Collection		300	30
801	Adult Fiction		25,000	2,344
801	Large Print Collection		3,000	400
801	Literacy Collection		500	50
801	Nonfiction and Biography		60,000	6,000
1001	Young Adult Fiction (includes paperbacks)		4,000	335
1001	Young Adult Nonfiction		7,000	613
1201	Children's Fiction		7,000	490
1201	Children's Nonfiction		15,000	1,500
1202	Children's New Books		180	13
1210	Children's Easy Readers		5,000	250
1210	Children's Picture Books		12,000	560
	Subtotal *Volumes*		**149,680**	14,336
Volume Equivalents				
701	Magazine Back Issues		200	29
701	Newspaper Back Issues (recent)		400	40
	Subtotal *Volume Equivalents*		**600**	69
Paperbacks				
801	Paperbacks		5,000	234
	Subtotal *Paperbacks*		**5,000**	234
TOTAL **1**			**155,280**	
Titles				
701	Current Magazine Titles (on display)		187	187
701	Current Newspaper Titles (on display)		32	43
1001	Young Adult Magazines		40	40
1201	Children's Magazines (Display)		30	30
	Subtotal *Titles*		**289**	300
TOTAL **2**			**289**	
Pamphlets (cabinets)				
603	Community Reports File		2	NA
	Subtotal *Pamphlets (cabinets)*		**2**	
Video Cassettes				
401	New & Popular Video Cassettes		150	15
901	Video Cassettes		7,650	622
	Subtotal *Video Cassettes*		**7,800**	637
Compact Discs				
401	New CDs and DVDs, other media		200	16

Table 5.2 Planned Collections by Media

Media		Existing Collection	Planned Collection	Linear Feet
901	CDs and DVDs, other media		7,600	494
	Subtotal *Compact Discs*		**7,800**	510
Audio Cassettes				
401	New Audio Cassettes (Books on Tape)		100	10
901	Audio Cassettes (Books on Tape)		1,800	126
1202	Children's Talking Books		100	7
	Subtotal *Audio Cassettes*		**2,000**	143
TOTAL 3			**17,602**	

Table 5.3 Planned Collections By Area

Collection Name	Planned Collection Size (2022)	% in Circulation	# of Items in Circulation	On Shelf Capacity	Type of Media
Browsing Services					
401 New Audio Cassettes (Books on Tape)	100	50 %	50	50	Audio Cassettes
401 New CDs and DVDs, other media	200	60 %	120	80	Compact Discs
401 New & Popular Books	500	50 %	250	250	Volumes
401 New & Popular Video Cassettes	150	50 %	75	75	Video Cassettes
Reference / Information Commons					
601 General Reference Collection	10,000	0 %	0	10,000	Volumes
602 Ready Reference	200	0 %	0	200	Volumes
603 Community and Regional Collection	300	0 %	0	300	Volumes
603 Community Reports File	2	NA %	0	2	Pamphlets
Periodicals Area					
701 Current Magazine Titles (on display)	187	NA %	0	187	Titles
701 Current Newspaper Titles (on display)	32	NA %	0	32	Titles
701 Magazine Back Issues	200	NA %	0	200	Volume Equivalents
701 Newspaper Back Issues (recent)	400	NA %	0	400	Volume Equivalents
Adult Services					
801 Adult Fiction	25,000	25 %	6,250	18,750	Volumes
801 Large Print Collection	3,000	20 %	600	2,400	Volumes
801 Literacy Collection	500	20 %	100	400	Volumes
801 Nonfiction and Biography	60,000	20 %	12,000	48,000	Volumes
801 Paperbacks	5,000	30 %	1,500	3,500	Paperbacks
Media Services					
901 Audio Cassettes (Books on Tape)	1,800	30 %	540	1,260	Audio Cassettes
901 CDs and DVDs, other media	7,600	35 %	2,660	4,940	Compact Discs
901 Video Cassettes	7,650	35 %	2,678	4,972	Video Cassettes
Young Adult Services					
1001 Young Adult Fiction (includes	4,000	33 %	1,320	2,680	Volumes
1001 Young Adult Magazines	40	NA %	0	40	Titles
1001 Young Adult Nonfiction	7,000	30 %	2,100	4,900	Volumes
Children's Services					
1201 Children's Fiction	7,000	30 %	2,100	4,900	Volumes
1201 Children's Magazines (Display)	30	NA %	0	30	Titles
1201 Children's Nonfiction	15,000	20 %	3,000	12,000	Volumes
1202 Children's New Books	180	45 %	81	99	Volumes
1202 Children's Talking Books	100	30 %	30	70	Audio Cassettes
1210 Children's Easy Readers	5,000	40 %	2,000	3,000	Volumes
1210 Children's Picture Books	12,000	30 %	3,600	8,400	Volumes

Table 5.4 User Stations -- Detail by Area

Organizational Unit	Seats at Tables	Seats at Carrels	Lounge Seats	Group Study Seats	Other Open Seats	Total Public Seats	Seats at Cmptrs	Seats at AV Eqmnt	Seats at Other Eqmnt	Total Seats at Equipmnt	Standing Computer Stations	Total User Stations	MP Room Regular Seats	Seats at Computers	Total MP Seats
Library Entrance (Outside Security Gates)															
101 Library Entrance Lobby															
Library Lobby															
205 Express Lookup															
206 Express CheckOut															
207 Express Holds Pickup															
Circulation Services															
301 Service (Circulation) Desk															
302 Circulation Work Area															
303 Returns Room															
Browsing Services															
401 New Arrivals															
402 Returns Sorting															
403 Thematic Collections and Displays															
Photocopy and Imaging Services															
503 Photocopy Services Area															
Reference / Information Commons	**16**					**16**	**30**			**30**		**46**			
601 Reference Area	16					16	30								
602 Reference Desk															
Periodicals Area	**12**		**10**			**22**						**22**			
701 Periodicals and Newspapers	12		10			22									
Adult Services	**24**	**10**	**6**	**26**		**66**						**66**			
801 Collections and Seating	24	10	6			40									
805 Group Study Rooms (3 rooms @ 4 seats each)				12		12									
806 Group Study Room (1 room @ 6 seats each)				6		6									
807 Tutoring Rooms (2 @ 4 seats each)				8		8									
Media Services								**15**		**15**		**15**			
902 Media Viewing and Listening Stations								15							
903 Media Screening Room															
Young Adult Services	**16**	**4**				**20**	**6**	**6**		**12**		**32**			

Table 5.4 User Stations -- Detail by Area

Organizational Unit	Seats at Tables	Seats at Carrels	Lounge Seats	Group Study Seats	Other Open Seats	Total Public Seats	Seats at Cmptrs	Seats at AV Eqmnt	Seats at Other Eqmnt	Total Seats at Equipmnt	Standing Computer Stations	Total User Stations	MP Room Regular Seats	MP Room Seats at Computers	Total MP Seats
1001 Young Adult Area	16	4				20	6	6		6		6			
Learning Center	**32**	**12**				**44**	**30**			**30**		**74**			
1103 Homework Center	32	12				44									
1104 Computer Lab / Technology Center							30								
Children's Services	**32**		**6**		**21**	**59**	**9**			**9**		**68**			
1201 Children's Area	20		6			26	9			3		3			
1210 Toddlers and Preschoolers Area	12				1	13									
1220 Children's Activity/Storytelling Area					20	20						20			
1230 Family Restroom / Toilet															
Staff Areas															
1501 Staff Work Area - Reference / ILL															
1560 Staff Work Area - Processing															
1561 Staff Work Area - Shipping/Delivery															
1562 Storage															
1570 City Librarian's Office															
1572 Staff Conference Room															
1580 Staff Lounge															
1590 Staff Restroom															
1598 Telecommunications Room															
Friends of the Library Areas															
1601 Friends of the Library Processing Area															
Community Library Multipurpose Center	**12**		**4**			**16**						**16**	**80**		**80**
2000 Community Room Lobby	12		4			16									
2001 Community Meeting Room													80		
2002 Kitchenette															
2003 Storage Closet for Equipment															
2004 Storage Closet for Furniture															
Building Systems															
3001 Men's Restrooms															

Table 5.4 User Stations -- Detail by Area

Organizational Unit	Seats at Tables	Seats at Carrels	Lounge Seats	Group Study Seats	Other Seats	Total Open Public Seats	Seats at Cmptrs	Seats at AV Eqmnt	Seats at Other Eqmnt	Total Seats at Equipmnt	Standing Computer Stations	Total User Stations	MP Room Regular Seats	Seats at Computers	Total MP Seats
3002 Women's Restrooms															
3005 Mechanical Room															
3010 Custodial Closet															
Program Totals	**144**	**26**	**26**	**26**	**21**	**243**	**75**	**21**		**96**		**339**	**80**		**80**

Table 5.5 Staff Workstations and Service Points Detail List

Area		Staff Workstations	Public Service Points
Library Entrance (Outside Security Gates)			
101	Library Entrance Lobby		
Library Lobby			
205	Express Lookup		
206	Express CheckOut		
207	Express Holds Pickup		
Circulation Services		11	1
301	Service (Circulation) Desk	4	1
302	Circulation Work Area	7	
303	Returns Room		
Browsing Services			
401	New Arrivals		
402	Returns Sorting		
403	Thematic Collections and Displays		
Photocopy and Imaging Services			
503	Photocopy Services Area		
Reference / Information Commons		4	1
601	Reference Area		
602	Reference Desk	4	1
Periodicals Area			
701	Periodicals and Newspapers		
Adult Services			
801	Collections and Seating		
805	Group Study Rooms (3 rooms @ 4 seats each)		
806	Group Study Room (1 room @ 6 seats each)		
807	Tutoring Rooms (2 @ 4 seats each)		
Media Services			
902	Media Viewing and Listening Stations		
903	Media Screening Room		
Young Adult Services			
1001	Young Adult Area		
Learning Center		2	
1103	Homework Center	1	
1104	Computer Lab / Technology Center	1	
Children's Services		1	1
1201	Children's Area	1	1
1210	Toddlers and Preschoolers Area		
1220	Children's Activity/Storytelling Area		

Table 5.5 Staff Workstations and Service Points Detail List

Area		Staff Workstations	Public Service Points
1230	Family Restroom / Toilet		
Staff Areas		20	
1501	Staff Work Area - Reference / ILL	5	
1560	Staff Work Area - Processing	12	
1561	Staff Work Area - Shipping/Delivery	2	
1562	Storage		
1570	City Librarian's Office	1	
1572	Staff Conference Room		
1580	Staff Lounge		
1590	Staff Restroom		
1598	Telecommunications Room		
Friends of the Library Areas			
1601	Friends of the Library Processing Area		
Community Library Multipurpose Center			
2000	Community Room Lobby		
2001	Community Meeting Room		
2002	Kitchenette		
2003	Storage Closet for Equipment		
2004	Storage Closet for Furniture		
Building Systems			
3001	Men's Restrooms		
3002	Women's Restrooms		
3005	Mechanical Room		
3010	Custodial Closet		
	Program Total	*38*	*3*

Table 5.6 Summary List of Public and Staff Computers

Organizational Unit	Total Public Computers	Total Staff Computers	Total Computers
Library Entrance (Outside Security			
101 Library Entrance Lobby			
Library Lobby	**4**		**4**
205 Express Lookup	4		4
206 Express CheckOut			
207 Express Holds Pickup			
Circulation Services		**6**	**6**
301 Service (Circulation) Desk		3	3
302 Circulation Work Area		3	3
303 Returns Room			
Browsing Services	**1**		**1**
401 New Arrivals			
402 Returns Sorting			
403 Thematic Collections and Displays	1		1
Photocopy and Imaging Services			
503 Photocopy Services Area			
Reference / Information Commons	**30**	**2**	**32**
601 Reference Area	30		30
602 Reference Desk		2	2
Periodicals Area	**2**		**2**
701 Periodicals and Newspapers	2		2
Adult Services	**4**		**4**
801 Collections and Seating	4		4
805 Group Study Rooms (3 rooms @ 4 seats each)			
806 Group Study Room (1 room @ 6 seats each)			
807 Tutoring Rooms (2 @ 4 seats each)			
Media Services			
902 Media Viewing and Listening Stations			
903 Media Screening Room			
Young Adult Services	**6**		**6**
1001 Young Adult Area	6		6
Learning Center	**30**	**3**	**33**
1103 Homework Center		1	1
1104 Computer Lab / Technology Center	30	2	32
Children's Services	**6**	**1**	**7**
1201 Children's Area	6	1	7
1210 Toddlers and Preschoolers Area			
1220 Children's Activity/Storytelling Area			
1230 Family Restroom / Toilet			
Staff Areas		**11**	**11**
1501 Staff Work Area - Reference / ILL		2	2
1560 Staff Work Area - Processing		8	8
1561 Staff Work Area - Shipping/Delivery			
1562 Storage			
1570 City Librarian's Office		1	1
1572 Staff Conference Room			

Table 5.6 Summary List of Public and Staff Computers

Organizational Unit	Total Public Computers	Total Staff Computers	Total Computers
1580 Staff Lounge			
1590 Staff Restroom			
1598 Telecommunications Room			
Friends of the Library Areas			
1601 Friends of the Library Processing Area			
Community Library Multipurpose			
2000 Community Room Lobby			
2001 Community Meeting Room			
2002 Kitchenette			
2003 Storage Closet for Equipment			
2004 Storage Closet for Furniture			
Building Systems			
3001 Men's Restrooms			
3002 Women's Restrooms			
3005 Mechanical Room			
3010 Custodial Closet			
Program Total	*83*	*23*	*106*

Table 5.7 Collections Shelving Estimates Detail

ADF #	Collection	On Shelf Capacity	Media	Items per Linear Foot	Linear Foot Capacity Needed	Section Height (Inches)	Section Width (Inches)	Section Depth (Inches)	Shelves per Section	Linear Feet per Section	# of SF Sections Needed	# of DF Sections Needed	Aisle Width	Sq Ft per SF Section	Square Feet Needed
BROWSING SERVICES								*Browsing Services Subtotal*			*9*	*5*			*99*
401	New Audio Cassettes (Books on Tape)	50	Audio Cassettes	5	10	72	36	12	5	15	1	1	42	11	11
401	New CDs and DVDs, other media	80	Compact Discs	5	16	72	36	12	4	12	2	1	42	11	22
401	New & Popular Books	250	Volumes	5	50	72	36	12	5	15	4	2	42	11	44
401	New & Popular Video Cassettes	75	Video Cassettes	5	15	72	36	12	4	12	2	1	42	11	22
REFERENCE / INFORMATION COMMONS							*Reference / Information Commons Subtotal*				*117*	*59*			*1,287*
601	General Reference Collection	10,000	Volumes	6	1,667	66	36	12	5	15	112	56	42	11	1,232
602	Ready Reference	200	Volumes	6	34	66	36	12	4	12	3	2	42	11	33
603	Community and Regional Collection	300	Volumes	10	30	66	36	12	5	15	2	1	42	11	22
PERIODICALS AREA								*Periodicals Area Subtotal*			*22*	*13*			*242*
701	Current Magazine Titles (on display)	187	Titles	1	187	72	36	12	5	15	13	7	42	11	143
701	Current Newspaper Titles (on display)	32	Titles	.75	43	72	36	12	5	15	3	2	42	11	33
701	Magazine Back Issues	200	Volume Equivalents	7	29	66	36	12	4	12	3	2	42	11	33
701	Newspaper Back Issues (recent)	400	Volume Equivalents	10	40	66	36	12	5	15	3	2	42	11	33
ADULT SERVICES								*Adult Services Subtotal*			*431*	*216*			*4,310*
801	Adult Fiction	18,750	Volumes	8	2,344	90	36	10	7	21	112	56	42	10	1,120
801	Large Print Collection	2,400	Volumes	6	400	90	36	10	7	21	20	10	42	10	200
801	Literacy Collection	400	Volumes	8	50	90	36	10	7	21	3	2	42	10	30
801	Nonfiction and Biography	48,000	Volumes	8	6,000	90	36	10	7	21	286	143	42	10	2,860
801	Paperbacks	3,500	Paperbacks	15	234	90	36	10	8	24	10	5	42	10	100
MEDIA SERVICES								*Media Services Subtotal*			*59*	*31*			*607*
901	Audio Cassettes (Books on Tape)	1,260	Audio Cassettes	10	126	72	36	10	6	18	7	4	42	10	70
901	CDs and DVDs, other media	4,940	Compact Discs	10	494	72	36	12	10	30	17	9	42	11	187
901	Video Cassettes	4,972	Video Cassettes	8	622	72	36	10	6	18	35	18	42	10	350
YOUNG ADULT SERVICES								*Young Adult Services Subtotal*			*57*	*30*			*573*
1001	Young Adult Fiction (includes paperbacks)	2,680	Volumes	8	335	72	36	10	6	18	19	10	42	10	190
1001	Young Adult Magazines	40	Titles	1	40	72	36	12	5	15	3	2	42	11	33
1001	Young Adult Nonfiction	4,900	Volumes	8	613	72	36	10	6	18	35	18	42	10	350

Table 5.7 Collections Shelving Estimates Detail

ADF #	Collection	On Shelf Capacity	Media	Items per Linear Foot	Linear Foot Capacity Needed	Section Height (Inches)	Section Width (Inches)	Section Depth (Inches)	Shelves per Section	Linear Feet per Section	# of SF Sections Needed	# of DF Sections Needed	Aisle Width	Sq Ft per SF Section	Square Feet Needed
CHILDREN'S SERVICES									*Children's Services Subtotal*		*260*	*132*			*2,697*
1201	Children's Fiction	4,900	Volumes	10	490	66	36	10	5	15	33	17	42	10	330
1201	Children's Magazines (Display)	30	Titles	1	30	66	36	12	4	12	3	2	42	11	33
1201	Children's Nonfiction	12,000	Volumes	8	1,500	66	36	10	5	15	100	50	42	10	1,000
1202	Children's New Books	99	Volumes	8	13	66	36	10	5	15	1	1	42	10	10
1202	Children's Talking Books	70	Audio Cassettes	10	7	66	36	10	5	15	1	1	42	10	10
1210	Children's Easy Readers	3,000	Volumes	12	250	45	36	10	3	9	28	14	42	10	280
1210	Children's Picture Books	8,400	Volumes	15	560	45	36	12	2	6	94	47	42	11	1,034
	Program Total	**16,229**									**955**	**486**			**9,815**

Table 5.8 Collections Non-shelving Housing Detail

ADF #	Collection	On Shelf Capacity Needed	Media	Housing	Furniture Dimensions	# Items per Furn	# Furn Items Needed	Sq Ft per Item of Furn	Square Feet Needed
REFERENCE / INFORMATION COMMONS					*Reference / Information Commons*		*Subtotal*		*24*
603	Community Reports File	2	Pamphlets (cabinets)	File cabinet, legal size		1	2	12	24
							Grand Total		*24*

Tablr 5.9. Non-Collection Shelving Requirements

ADF	Name of Area	Qty	
Library Lobby			
207	Express Holds Pickup	4	4 Single-faced shelving sections, 82""H x 12"D x 36"W, 6 shelves per section
Circulation Services			
301	Service (Circulation) Desk	10	10 Single-faced shelving sections: 90"H x 36"W x 12"D, 7 shelves per
302	Circulation Work Area	6	6 Single-faced shelving sections (90"H x 36"W x 12"D)
Browsing Services			
402	Returns Sorting	15	8 Single-faced shelving units for sorting returns: 66"H x 36"W x 12"D:
402	Returns Sorting		*5 shelves per section, wall-mounted, if possible.
403	Thematic Collections and Displays	7	7 Single-faced shelving sections, 72"H x 36"W x 12"D:
Learning Center			
1103	Homework Center	2	2 Shelving sections, 90"H x 36"W x 12"D
Staff Areas			
1501	Staff Work Area - Reference / ILL	4	4 Single-faced shelving sections, shared, 90"H x 36"W x 12"D*:
1501	Staff Work Area - Reference / ILL	4	*7 shelves per section
1560	Staff Work Area - Processing	6	4 Single-faced shelving sections: 90"H x 36"W x 12"D: 7 shelves per section
1562	Storage	5	Industrial shelving, double-faced units
1570	City Librarian's Office	3	3 Shelving sections, single-faced, 90"H x 36"'W x 12"D, 7 Shelves per section
Community Library Multipurpose Center			
2000	Community Room Lobby	2	Spinner for donated paperbacks
2000	Community Room Lobby	1	Magazine display rack for donated magazines, mobile, locking casters
2000	Community Room Lobby	1	Newspaper rack, shelving unit, mobile, locking casters, donated newspapers
2003	Storage Closet for Equipment	3	Shelving sections (3 sections of SF shelving, 90"H x 3'W x 24"D), anchored
Building Systems			
3010	Custodial Closet	2	Industrial shelving, 2 single-faced sections, 3'W x80"H x 24"D

6. Space Descriptions – Area Data Forms

The following section of the building program provides a detailed description of all functional and defined spaces in the new library facility. It complements the previous section where each area and its relationship to other areas in the building is listed and described. The detailed information for each area is listed in the following Area Data Forms. They describe the activities and requirements of each area listed in Table 5.1 *Summary of Facility Space Requirements* listed in Section 5. The Area Data Forms provide specific detail on furniture, equipment, and shelving and note important functional relationships and unique conditions in each area of the building.

A list of the areas described with their Area Data Form (ADF) number, for ease of location and reference in the building program is on the next few pages. Each area's form can be found on two facing pages, for ease of reference and location of information on particular aspects of each area. The Area Data Form (ADF) number is in the upper right hand corner of each facing page. Each space is briefly described in terms of desired characteristics including:

- A description of the functional activities anticipated to take place in the space;
- The occupancy, or anticipated number of staff and/or public typically using the space at any given point in time;
- A description of the relationships between assignable spaces in terms of adjacencies desired or prohibited;
- A preliminary listing of furniture and equipment, including collections;
- Remarks addressing special environmental and engineering needs not necessarily covered in *Section 3* of this building program;
- Other comments, including growth projections, as appropriate;
- A summary tabulation of the public seats, computer stations, equipment, staff workstations, and public service points to be provided in the area.

Shelving height and number of units may be altered, with library staff approval, as long as the total number of shelves and volume capacity remain. All shelving calculations are for single-faced units. However, double-faced units are required wherever feasible as space conservators — single-faced units on walls and double-faced units in center areas. A book support should accompany each shelf. Specific accessories to shelves for different purposes should be specified at the construction document phase to assure that the appropriate numbers and kinds of shelving accessories are ordered.

The seating total includes spaces for a person in a wheelchair; it does not include stand-up tables or lecterns which are reflected in occupancy, or seats at equipment and technology stations which are tabulated in those counts. When stacking chairs (and folding tables) are specified, adjacent storage space must be provided.

Some of the abbreviations and conventions used in the forms are listed below.

AREA DATA FORMS LEGEND

S.F. or SF	Square Feet
H	Height
L.F. or LF	Linear Feet
D	Depth
SF	Single-faced shelving unit
DF	Double-faced shelving unit
W	Width

Some of the information in each form may duplicate information found elsewhere in this program. It is repeated here to provide one place in which to find most of the information about a particular area. The furniture and equipment listing for each space is not inclusive. It identifies the basic shelving, seating, computer, and other equipment needs required to outfit each space. The specific requirements for each piece in every space will be identified, modified, and specified during the design process.

6.1 LIST OF SPACE FORMS BY UNIT AND AREA DATA FORM NUMBER

Organizational Unit	ADF No	Name of Area	Page No
Library Entrance (Outside Security	101	Library Entrance Lobby	6- 6
Library Lobby	205	Express Lookup	6- 8
Library Lobby	206	Express CheckOut	6- 10
Library Lobby	207	Express Holds Pickup	6- 12
Circulation Services	301	Service (Circulation) Desk	6- 14
Circulation Services	302	Circulation Work Area	6- 16
Circulation Services	303	Returns Room	6- 18
Browsing Services	401	New Arrivals	6- 20
Browsing Services	402	Returns Sorting	6- 22
Browsing Services	403	Thematic Collections and Displays	6- 24
Photocopy and Imaging Services	503	Photocopy Services Area	6- 26
Reference / Information Commons	601	Reference Area	6- 28
Reference / Information Commons	602	Reference Desk	6- 30
Reference / Information Commons	603	Community and Regional Information Area	6- 32
Periodicals Area	701	Periodicals and Newspapers	6- 34
Adult Services	801	Collections and Seating	6- 36
Adult Services	805	Group Study Rooms (3 rooms @ 4 seats each)	6- 38
Adult Services	806	Group Study Room (1 room @ 6 seats each)	6- 40
Adult Services	807	Tutoring Rooms (2 @ 4 seats each)	6- 42
Media Services	901	Media Collections	6- 44
Media Services	902	Media Viewing and Listening Stations	6- 46
Media Services	903	Media Screening Room	6- 48
Young Adult Services	1001	Young Adult Area	6- 50
Learning Center	1103	Homework Center	6- 52
Learning Center	1104	Computer Lab / Technology Center	6- 54
Children's Services	1201	Children's Area	6- 56
Children's Services	1202	Children's Media and New Books	6- 58
Children's Services	1210	Toddlers and Preschoolers Area	6- 60
Children's Services	1220	Children's Activity/Storytelling Area	6- 62
Children's Services	1230	Family Restroom / Toilet	6- 64

6.1 LIST OF SPACE FORMS BY UNIT AND AREA DATA FORM NUMBER

ACTIVITIES

This space is located at the public entrance to the library. It is a high traffic area with a high noise level at times. Introductory and informative displays will be located here. All individuals coming to and leaving the library will pass through this area. People may go to the Multipurpose Community Meeting Room, the Library, or the restrooms from the Entrance Lobby, or exit from the building to the outside from this space. This space is outside the library materials security gates. People may bring their book and media donations here and place them in the donations drop-off container. People may use the area for gathering while waiting for someone or for an event to take place in the Multipurpose Community Room. Wall-mounted book and media return chutes are located in this area so that users may return materials when the library is closed. People will find brochures, newsletters, and other free information pamphlets on display in this area. Individuals may use the public telephones in this area or outside the library entrance.

OCCUPANCY: *Public:* up to 10   *Staff* 0   *Daily Uses* 500 individuals going in and out on a daily basis

 Notes This space will also serve as surge space from the multipurpose room for another 30 or so people.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

It must be a welcoming first view of the library. Wall space should be provided for donor and public acknowledgement plaques or other features. The entrance makes a statement about the character and feeling of the library. Consider the placement of a unique work of art (sculpture, etc.), from a local artist, distinctive flooring or wall treatment, unique windows, and the creation of distinctive front doors.
Students and other members of the public will come to the entrance from different locations on campus and from the public parking lot.

Donations Drop. This should be tastefully designed so that it does not clutter the lobby area.

Library Materials Security Gates. (entrance and exit) must be designed and located to deter people from going through the gates without checking out library materials. The security gates need to be positioned so that library staff may intervene when a patron sets off the alarm. A people counter will be part of the security gates setup, as will a video camera. The security system will use RFID technology. (see *Section 3* of the building program for a more detailed description of the the materials security system.)

Floor Covering. Non-slippery ceramic tile floor surface. Provide a surface in the vestibule that will assist in the removal of dirt, grime, and moisture from the soles of shoes as persons enter the building.

Doors. This public entrance should have automatic double doors and easy access for pedestrians and the disabled. Automatic door "in-and-out" for wheelchair patrons and those carrying armfuls of books. Ensure that doors can be operated (opened, closed and locked) to the Multipurpose Community Meeting room by the responsible user when used after the library's regular hours.

Acoustics. Sounds from the exterior of the building, such as traffic noise, must be dampened. Dampen noise from people walking and talking in the Lobby area.

Lighting. Bright, cheerful, attractive highlights over the donor area.

PROXIMITY TO:

The Circulation Desk must be highly visible to the Library Entry, but inside the security system; the Multipurpose Community Room should be directly accessible off the Library Entry; public restrooms, should be located directly off the Library Entry. Public parking must be close to the library entrance.People may go to the Multipurpose Community Meeting Room, the Library, the restrooms, or exit from the building to the outside from this space. This space is outside the library materials security gates. Easily viewable and accessible from the parking lot, public transportation or shuttle stop, pedestrian and bicycle walkways, and from the main pathways from the community college and high school areas of the campus. Entry to Multipurpose Community Room, public restrooms, and the library proper is from this area, not from within the security gates in the Library.

SIGNAGE:

Hours of service sign, easily changed. An attractive, large sign on the Library with its name (outside the library as well as inside the Entrance Lobby. Good directional signage which includes a plan of the library's layout should be prominently displayed. Library directory.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Set of electronic security (book/materials theft detection) gates	70.0	70
1	Library directory exhibit (Kiosk/touch screen display unit also in Braille?)	30.0	30
3	Community bulletin board with see-through, lockable covers, 3 cases, 3' x 5'	5.0	15
	For community, college, and high school announcements and notices		
1	Pamphlet distribution alcove: to be carefully designed with staff and to include	50.0	50
	at least the following:		
5	5 Literature display racks for giveaways and pamphlets,		
1	1 Lockable storage unit for extra copies of literature		
1	Display window exhibit for Friends of the Library Groups use	10.0	10
3	Book and media return chutes, wall-mounted, dropping into circulation workroom	10.0	30
1	Donor recognition (plaques, other possibilities)	10.0	10
2	Public telephones (one regular height, one handicap / child height)	20.0	40
2	Drinking fountains, handicapped-accessible, by codes	25.0	50
3	Fireproof trash receptacles	5.0	15

ACTIVITIES

The public will come to these computer stations for short-term, quick access to the Library's catalog (OPAC - Online Public Access Catalog) and other quick reference tools such as Sierra College's course catalog, the High School's activity calendar, and special events listings. Patrons will be able to print only small receipts with call number information for referral at the most at these stations.

They are in the building so that the short term user who want a quick lookup does not need to compete with long-term users of the computer stations in the reference center and the homework center.

OCCUPANCY: *Public:* 4-8   *Staff* 0   *Daily Uses* All hours the library is open

 Notes A line may form at these stations, e.g.,between classes and when the reference computers are all occupied

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The stations here should be designed to encourage quick and easy use, with very little if any need for staff to provide assistance. But they should have some space for temporarily putting personal belongings while using the station or they will end up on the floor and causing a safety hazard to passing individuals.

Fenestration. Stations should be distributed in the space so that people using them do not face directly into windows. The stations should be perpendicular to any exterior windows.

Access for the Disabled. At least two stations should be wheelchair (height) access and accessible to a standing child or shorter individual. At least one of the stations must have screen print enlargement capability.

Acoustics. This area can be a little noisier than other areas of the library. There will be a constant change of people in this area.

Environmental conditions (HVAC). The area should not be near drafts caused by doors to the Entrance Lobby opening and closing.

Illumination. Indirect lighting. No task lighting is needed, although people will need to be able to clearly see their note paper.

Power, Data, and Audiovisual Communications. The stations in this area may be able to operate through wireless technology in the near future, in the timeframe for construction of this building, network cabling will be needed to each computer and its "receipt" printer. At least four electrical outlets are needed for each lookup station.
Security. The equipment at these stations will need to secured from theft and vandalism.

Visual Supervision. The stations in this area must be readily visible from a public service desk, preferrably the Circulation Desk, so that staff can notice if assistance is needed and monitor use.

PROXIMITY TO:

The Express Lookup stations must be in sight of library staff from the Circulation Desk or other public service desk, so that staff can monitor use and the public's need for assistance.

SIGNAGE:

There may be no need for ovehead signs in this area. However, space is needed at each station for signs alerting users to the time limits of use, the purpose of the stations, and referral to other stations in the library for extended use and research.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
2	2 Computer Stations, for standing use, quick lookups, each with at least the following:	30.0	60
2	1 Computer table or counter with useable shelf underneath for belongings		
2	1 Computer with monitor, mouse, keyboard. heavy duty		
2	1 Receipt printer		
2	1 Small box with scratch paper for jotting notes		
2	2 Computer Stations, for standing use, wheelchair height, each with at least the following:	30.0	60
2	1 Computer table or counter with useable shelf underneath for belongings		
2	1 Computer with monitor, mouse, keyboard		
2	1 Receipt printer		
2	1 Small box with scratch paper for jotting notes		

ACTIVITIES

The purpose of this space is to provide equipment to the public that they can use to check out the books and other materials they wish to borrow without going to the service desk. This space will be heavily used by all patrons who check out library materials. Most people will use these stations to check out books, audio cassettes, videos, and other library materials. They will not need to go to the Circulation or service desk in order to check out materials. It will be faster and more convenient for them to use these stations for checkout. The express checkout stations will ease traffic flow and lines at the Circulation Desk , particluarly in heavy use times.

The future. The Express Check Out stations are likely to be adjusted in the future to allow both self-checkout and self check-in of materials. This should be kept in mind as this area is designed. Both Self-check-in and self-check out will require receipt printers and a place to leave books when discharged or holding until all items are processed.

OCCUPANCY: *Public:* 1-20 *Staff* 0 *Daily Uses* All day, throughout the day, when library is open.

Notes Lines will occur at these stations during heavy use periods; some people will be helping others to use them.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The space for these stations should be designed for ease of use, be open and feel uncrowded, even though many people will use them and lines will form at times. They should have a small space or ledge for temporarily putting personal belongings while using the station or they will end up on the floor and causing a safety hazard to passing individuals. There needs to be space around each station so that two people can be using it at a time - one person doing the transaction, one demonstrating or watching (such as a child and grandparent).

Fenestration. This is a "pass through" space and does not need windows, although the ability to look up and see natural light in the distance, away from the stations would be very attractive.
Space finishes. If this area is carpeted, electrical and data outlets must be provided for.

Access for the Disabled. At least two stations should be wheelchair (height) access and accessible to a standing child or shorter individual. At least one of the stations must have screen print enlargement capability, and it is likely that another will have the capability to "read" instructions to individuals with low vision.

Acoustics. This area can be a little noisier than other areas of the library. There will be a constant change of people, some waiting will be talking and socializing, and the placing and moving of books through the system will create some noise. The area should be acoustically separate from areas of the library that need quiet.
Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 20 people are in this area.
Illumination. Indirect lighting. No task lighting is needed, although people will need to be able to clearly see their belongings, to read the screen instructions, and to place their materials in the right places on the station.
Power, Data, and Audiovisual Communications. These stations will need to be networked to the circulation and security system. Network cabling is needed to each station. At least two electrical outlets are needed for each self-check station.
Security. The equipment at these stations will need to be secured from theft and vandalism.

Visual Supervision. The stations in this area must be visible from a public service desk, preferrably the Circulation Desk, so that staff can notice if assistance is needed and monitor use.

PROXIMITY TO:

These stations should enjoy a prominent location that will entice the public to use them rather than the Circulation Desk to check out their materials. Their convienient location near the library exit and highly visible, more convenient location than the Circulation Desk for checking out materials will assure that most users make the transition to self-checkout. They should be visible and accessible to the public as they leave the building. Use of the stations should not impede the flow of visitors and users through the main pathways to the browsing areas and other service points in the library. Queueing should be carefully thought through so as not to impact other areas of the library.

SIGNAGE:

Overhead sign or other clear and highly visible signification that these stations are where one checks out library materials. Attractive sign holder for instructions and other information for self-checkout station users at each station. Space is needed at each station for signs with instruction on use, the purpose of the stations, and referral to other service areas in the library for computer use.

CLUSTER: **Library**	AREA DATA FORM NUMBER:	206
UNIT: **Library Lobby**		
NAME OF AREA: **Express CheckOut**	AREA **NET** ASF:	**253**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
4	4 Self-Checkout computer stations*, each station to include at least the following:	40.0	160
4	1 Table for Self-Check equipment		
4	1 Self-Check computer and related equipment		
10	10 Queueing space for 10 people around the self-check stations	9.0	90
1	1 Wastebasket	3.0	3

    * _Note_: Each station will be able to handle print and media check-out
     At least 2 stations will be wheelchair accessible and at heights for children

ACTIVITIES

Patrons will pick up items they have placed on hold which have been set aside for their use. Held items will be "bagged" with the individual's name visible on the outside. Patrons will pull their items from the shelves for immediate use or checkout. Some people will only come to the library to pick up their holds and should be able to get in to this space in the library quickly, use an Express Check Out station and be on their way. Others will come to pick up their holds and to use other parts of the library. Children, students, faculty, all patrons will use this area. This is not a browsing area, but people will run into each other here and socializing and noise will occur in this area. Library staff will bring library materials to the Hold shelves several times a day for pickup. Library clerks or volunteers will keep the shelves maintained and in proper order. Staff will remove items not picked up and return them to their regular place in the collection. The materials on this shelving moves in and out a lot. Space for a book truck staff to bring materials out and take materials away will be needed.

The Future. Interlibrary Loan materials may be placed here instead of being held at the Service Desk.

OCCUPANCY: *Public:* 0-6   *Staff* 1-2   *Daily Uses* All times of the day when the library is open

  Notes Heavier use in between campus classes, at the opening and closing of the library, and the noon hour.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Shelving. All shelves must be easily accessible to all users. They should be no higher than 72 inches. A kick-step stool should be available for ease in reaching bottom shelves.

Fenestration. This is a "pass through" space and does not need windows, although the ability to look up and see natural light would be very attractive.

Space finishes. If this area is carpeted, it must be possible to access electrical and data outlets for the future flexibility.

Access for the Disabled. Library staff and / or volunteers will be available at the Service Desk to assist disabled individuals if needed.

Acoustics. This area can be a little noisier than other areas of the library. There will be a constant change of people, talking, socializing, or just whispering to themselves while looking for their held items. Staff placing and moving of books to and from the space will create some movement.

Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.

Illumination. The shelves and general area must be well-lit, but not harsh so people can read their names when looking for their held materials.

Power, Data, and Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks as the nature of this space may change over time to space for computers.

Visual Supervision. This area should be visible from the Circulation Desk so that staff can notice if assistance is needed and monitor use of the area.

PROXIMITY TO:

Express Pickup should be located in the same general area as Express checkout, Express Lookup, and the Entrance to the Library. The Circulation Desk should be visible from this area so that if assistance is needed, the patron can easily recognize where to go for help and vice versa.

SIGNAGE:

Clear signage "Express Holds Pickup".

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
4	4 Single-faced shelving sections, 82""H x 12"D x 36"W, 6 shelves per section	11.0	44
1	1 Book truck or staff use (not always in this area)	8.0	8

ACTIVITIES

This service point handles circulation transactions that cannot be handled through the Express CheckOut, Express Pickup, other express self-service areas of the Library. Staff functions performed here include:
Monitor Library Entry / Exit gates, identify and temporarily shelve books on hold to be placed in the Express Pickup area, supervise circulation shelving activities, Checkout, check-in of library materials; Overdues - fines collection; User information - directional, circulating practices /policies, library regulation complaints; Registration of users; Assistance in use of Express Lookup stations. A library materials return slot and depressible bin will be built into the counter for return of Course Reserve items only. Patrons will be encouraged to return their materials to the material return slots located in the Entrance Lobby.This service point is also the point of contact for course reserve materials. Patrons come here to request and borrow materials on course reserve for both high school and college courses. This service desk will also provide assistance to the Media Services area, check out materials to borrowers, and provide media course reserves materials.

OCCUPANCY: *Public:* 1-10   *Staff* 2-4   *Daily Uses* All hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Desk/Counter. Design the counter carefully and allow for efficient operation. Consult extensively with library staff about its design and flexibility. A lot must go on here, and it must be possible to work efficiently, yet provide a welcoming appearance to patrons. The differing heights of parts of the the desk must accommodate children and the disabled.
Shelving for course reserves and materials temporarily shelved behind the desk until moved elsewhere, needs to be readily accessble to desk staff, but not in the way of operating the desk.
Illumination. Lighting. Design of this area must include no glare from lights or sunshine on computer screens. Check the angle of the sun coming in all windows and doors to this area at all seasons of the year to determine the best angles for computer monitors and staff to avoid glare and direct sunshine on either the computers or into staff eyes. **Mechanical.** Design the doors and various entry ways into this area so that they do not create drafts when opened. This is especially important to the staff who will be working the service desk for long periods of time. Drafts across and around the desk must be avoided.
Space finishes. If this area is carpeted, it must be possible to access electrical and data outlets through the carpeting. Flooring should be extra padded to protect staff who stand in this area for long periods of time, yet book trucks must easily roll across the floor behind the desk.
Access for the Disabled. Disabled patrons should be able to receive service at the desk at a comfortable height. The desk should be ergonomically designed to allow staff to perform tasks without injury.
Acoustics. This area can be a little noisier than other areas of the library. People at the desk should be afforded some level of privacy; their voice should not carry throughout the library.
Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.
Power, Data, and Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks at the desk. At least 6 electrical outlets and two data jacks are needed for each station.
Security. The staff behind the desk must be able to come from behind the desk easily to the public areas of the library to assist patrons, to perform routine tasks, and to monitor the security gates. But the design of the desk must not encourage the public to go behind the desk, into staff areas.
Visual Supervision. The Circulation Desk must have line of sight through services and stations in the Library Lobby, to Media Services, and to as much of the other public areas of the library as possible.

PROXIMITY TO:

The Circulation Desk should be adjacent to and in front of the Circulation work area. The service counter should be highly visible and accessible to the public. While the counter must be located near the entrance, it is not desirable to immediately confront the user with its presence. Good sight lines into adjacent public collection and seating areas are needed. Adjacent to the public entry area, the book drop room, the Express Lookup stations, and Express Holds Pickup. Adjacent or close to the Children's area. The Circulation Desk staff must be able to see the public photocopy machines, or they must be visible from other service desks.

SIGNAGE:

Clear signage; consider floor or carpet patterns that indicate to users where to stand when in line and how to get to other areas of the library from the Circulation Desk area.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 Circulation service desk to include at least the following:		
3	3 Staff workstations, 1 at counter height, one at desk height, each with:	120.0	360
3	1 Computer with light pens, mouse, monitor, barcode reader		
3	1 Task chair, 1 counter height, 2 desk height on casters		
3	1 Printer (Laser, black and white print)		
3	1 Telephone instrument		
1	2 Slots on the public side of the desk to include at least the following (desk module)*:		
1	1 Depressible Book Bin	20.0	20
1	1 Depressible Media Bin	20.0	20
2	* Slots must have space for RFID sensors used in inventory control		
1	1 Staff work counter behind desk, but directly accessible to the desk, to include:	40.0	40
2	1 Cash Register on work counter		
1	1 Fax machine for staff use		
10	10 Single-faced shelving sections: 90"H x 36"W x 12"D, 7 shelves per section*	11.0	110
	* For course reserves, holds, materials to be processed, etc.		
4	4 Book trucks behind the desk for handling returns and holds	8.0	32
2	2 Wastebaskets behind and under the desk	3.0	6
1	1 Electric Wall Clock		
10	1 Queueing space in front of the desk / counter for 10 people	9.0	90

ACTIVITIES

Off-Desk duties are performed here. Staff in this area will back up the Circulation Desk as needed during peak use periods.* Library staff, student assistants, and volunteers work in this area. Materials being placed on course reserve are brought here for shelving on the Reserve shelves behind the Circulation Desk. Materials returned from use are brought from the return room (ADF304) on book trucks for rough sorting. Processing of overdues by computer, discharging of materials that have not been automatically discharged through the sensors in return slots. Staff, student assistants, and volunteers who perform work maintaining the stacks (shelving books and media), emptying materials return chutes and bins, sorting returned materials, carting and shelving books and media to the Express Pickup shelves, working the Circulation Desk, receiving donations, and performing other tasks, come here to check in, to learn of their assignments and sign up for hours. Staff process returned items in book bins from the book drop room (using a portable wand to record returned items and identify those needing special attention). Materials are moved from the bins to book trucks for delivery to the Sorting area or to the Express Holds Pickup Area.

OCCUPANCY: *Public:* 0   *Staff* 0-10   *Daily Uses* All hours the library is open

  Notes *(between high school and college classes, the noon hour, just before closing, and after school hours.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The environment in this area should be barrier free and provide direct and easy access to the Service (Circulation) Desk. Space around furniture and equipment must allow for loaded book trucks to pass through the area and to be parked in the area without reducing the useability of the rest of the space. Workstations in this area can be modular systems furniture.

Illumination. Lighting. The shelves, workstations and general area must be well-lit for performing computer tasks and other physical tasks. Design of this area must include no glare from lights or sunshine on computer screens. Check the angle of the sun coming in all windows and doors to this area at all seasons of the year to determine the best angles for computer monitors and staff to avoid glare and direct sunshine.
Mechanical. Design the doors and various entry ways into this area so that they do not create drafts when doors are opened.
Fenestration. Windows which allow natural lighting throughout this space would be very valuable.
Space finishes. If this area is carpeted, it must be possible to access electrical and data outlets for future flexibility.

Access for the Disabled. Library staff and / or volunteers will be available at the Service Desk to assist diabled individuals if needed.
Acoustics. Staff talking and activities should not be able to be heard in the public spaces of the library.
Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.

Power, Data, and Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks in the work area.
Security. This space is the staff access zone. The public are not allowed in this area without staff approval. Provision for personal belongings of volunteers, staff, and student assistants needs to be made in this area.
Visual Supervision. This area should be able to see into the Circulation Desk and surrounding areas of the library, but the public should not be able to see into this area. A one-way window would be appropriate.

PROXIMITY TO:

This staff work area should be directly accessible (adjacent) to the Circulation Desk. It must also be located within the other staff spaces in the building so that staff can easily work on different tasks for different functions in the Library. Line of sight to the Circulation Desk.

SIGNAGE:

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
3	3 Staff workstations, each to include at least the following:	60.0	180
3	1 Desk with computer return		
3	1 Task Chair with casters, ergonomic		
3	1 Computer with barcode reader, mouse, flat-screen monitor, keyboard*		
	* Capable of handling all circulation transactions and functions		
3	1 Book truck		
3	1 Telephone instrument		
3	1 Wastebasket	3.0	9
3	1 Side Chair on casters		
1	1 Worktable, large, with shelves above to include at least the following*:		
	* for volunteers, students assistants to peform circulation work		
4	4 Task Chairs with casters, ergonomic	30.0	120
6	6 Single-faced shelving sections (90"H x 36"W x 12"D)	11.0	66
1	1 Supply cabinet, lockable	20.0	20
1	1 Storage cabinet, lockable for lost and found items	20.0	20
1	1 Coat rack, mobile, for staff coats and umbrellas (5 people)	20.0	20
1	1 Recycling bin for paper	5.0	5

ACTIVITIES

The book drop room is the space into which returned materials drop when they are pushed throught the return slots located in the Entrance Lobby and on the Exterior of the building. There are three slots on the exterior of the building (1 for books, one for media, and 1 for children's materials), and three slots located in the Entrance Lobby (1 for books, one for media, and 1 for children's materials). Each of these slots must empty into the Book Drop Room. Materials dropped through any one of the slots must be transported to a bin in the book drop room or drop directly into a bin in the book drop room. Each chute must have sensors that identify the library item returned and automatically logs it into the circulation system, producing reports for items needing special handling (holds, overdues, reserves, etc.) Library staff replace the full bins with empty bins several times a day. The bins are wheeled from the Book Drop Room to the Circulation Work Area for processing and sorting. Empty bins are wheeled into the Drop Room to switch with the full bins. As many as 1,000 items will be dropped in the bins each day.

OCCUPANCY: *Public:* 0   *Staff* 1   *Daily Uses* The bins are emptied 2-8 times a day*

  Notes *Depending upon the needs

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The book return mechanism must be designed so that the library materials security and inventory control system, which works with RFID sensors, can be activated in the return chute. A sensor pad or other device must be able to be installed so that returned material is automatically scanned when it goes down each return chute and is discharged. This should be reviewed carefully with the library staff and the vendor at the time of design.

Fenestration. This room should have no windows to the exterior. The door to the room from the staff side should have a viewing window that can be used to "check" the condition of the bins without having to open the door to see if they need to be emptied. There could be a video monitoring camera in the room to check the condition of the the bins if there is no window in the door.
Space finishes. Basic. This room is strictly utilitarian and will not be used for staff work or public access.

Access for the Disabled. There should be no need for the disabled to access this room, but it should be designed so that the bins can be moved and replaced without difficulty.
Acoustics. Noise is not a problem in the room, however, as the room will be adjacent to the Staff Work Area, sound as the materials drop into the bins should be controlled so that the constant thumping cannot be heard in the staff work area.
Environmental conditions (HVAC). The space should have temperature controlled so that the room does not get exceptionally hot or cold. Books and media can be damaged by excessive heat or cold.
Illumination. Basic overhead lights are needed. The light should be manually controlled through a switch on the staff room side of the door so that light can be turned on before entering the space and for safety reasons.
Power, Data, and Audiovisual Communications. Data and powers needed by the inventory control RFID system sensors and by portable scanning units are required.

Security. The room must be fire-proof and alarmed with smoke and water detectors to the extent required by code.
Visual Supervision. The door to the room must have a small window for staff to see into the room before entering and an exterior light switch so that the light can be turned on to check the condition of the bins and to check for unsafe conditions before opening the door to the room.

PROXIMITY TO:

This room must be adjacent to the Circulation Work Area or there must be a conveyance system that conveys returned materials to the Circulation Work Area for handling. Staff must not have to truck books through public areas from the book return room to the staff work area for handling.

The return slots that empty into the room must be on the exterior of the building for ease of public access or located in a building lobby area that is open 24 hours.

SIGNAGE:
Room number. "Returns Bin Room",

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
3	3 Return slots*, wall-mounted, from the building's exterior to the Returns Room:	5.0	15
	*1 Return slot for adult materials, 1 for media, and 1 for children's books		
1	1 Returns bin for catching and holding adult books	15.0	15
1	1 Returns bin for catching and holding media	15.0	15
1	1 Returns bin for catching and holding children's materials	15.0	15
3	3 Return slots, wall-mounted, from the Entrance Lobby to the Return's Room:	5.0	15
1	*1 Return slot for adult materials, 1 for media, and 1 for children's books		
1	1 Returns bin for catching and holding adult books	15.0	15
1	1 Returns bin for catching and holding media	15.0	15
1	1 Returns bin for catching and holding children's books	15.0	15
6	RFID sensors built into each chute		
1	Switching space to remove full bins and replace with empty bins	40.0	40

ACTIVITIES

The functions of this area are to: provide a browsing area for patrons to review new books and other new library materials; to house new additions to the collections; and to house and display the library's new non-print collections (video cassettes, Books-on-Tape, compact discs, and other media when it becomes available). This is a location for high-circulation items.

Patrons will heavily browse the materials in this area, lingering for some time to read book jackets, covers, and snatches from books.

OCCUPANCY: *Public:* 5-10   *Staff* 0   *Daily Uses* Heavily browsed all hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This area must be inviting and well-lit. It should be designed conducive to browsing. The area should encourage people to move further into the library; it should draw users in and get them interested in what the rest of the library has to offer. It will be the most popular and busiest part of the library in relation to the number of users grazing and moving through the area at one time and throughout the times the library is open.

Shelving. The shelving should use retail techniques to display materials and entice people in, to enjoy the new books and select media for use, listening, or viewing. Books need to be displayed on shelving a minimum of three feet from the floor as much as possible for convenience of browsing. Height should be not more than 72 inches. Space at the bottom of shelving units can be used for locked storage of supplies and display materials and handouts.
Illumination. Lighting. The area should feature a high intensity of light from concealed luminare fixtures directed into a changing display of attractive library materials. Natural light, not glaring, is preferable during daylight hours.
Flooring. Carpeted. It must be possible to access electrical and data outlets through carpeting for future flexibility.
Fenestration. This is a browsing space windows would make it a more pleasant area in which to spend time, but could be located elsewhere to invite the patron further into the library.
Access for the Disabled. Most shelves will be accessible to wheelchair-bound individuals. Staff will be available to assist the disabled.
Acoustics. This area can is usually a quiet area where browsing is generally not conductive to chatter. Noise form other parts of the library should be masked. **Environmental conditions (HVAC).** The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.
Power, Data, and Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks as the nature of this space may change over time.
Security. This area is inside the library materials security gates and all materials will be targeted with sensors for theft detection.
Visual Supervision. This area must be visible from the Circulation Service Desk so that staff monitor use and provide assistance as needed.

PROXIMITY TO:

Close to the public entrance to the library; visible to the Circulation Desk. Should be immediately apparent as one enters and leaves the library. Express Check-out stations should be visible from this area and adjacent, if possible.

SIGNAGE:

Clear signage to indicate the area to people throughout the library.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
4	SF Shelving Sections	for 250 Volumes,New & Popular Books	11.00	44
	72 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
2	SF Shelving Sections, slotted shelves	for 75 Video Cassettes,New & Popular Video	11.00	22
	72 in H x 3 ft W x 12 in D, 4 Shelves/SF section, 12 inch base shelf			
2	SF Shelving Sections, browsing bin inserts	for 80 Compact Discs,New CDs and DVDs, other	11.00	22
	72 in H x 3 ft W x 12 in D, 4 Shelves/SF section, 12 inch base shelf			
1	SF Shelving Sections, slotted shelves	for 50 Audio Cassettes,New Audio Cassettes	11.00	11
	72 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
11	Space for at least 11 people to be milling around the area, browsing		9.0	99

ACTIVITIES

After materials returned to the library have been discharged through the library's check-in procedures, library materials are trucked to this area and sorted onto shelving. At regular intervals, library staff load the sorted materials onto book trucks and reshelve the materials. This area is open to the public. People will browse these shelves and borrow some of the materials before they are returned to their regular location on the library's collections shelves, saving staff time and keeping patrons informed about the most popular materials.

The area's design should be conducive to browsing. The area should encourage people to move further into the library; it should draw users in and get them interested in what the rest of the library has to offer. It will be one of the most popular and busiest parts of the library in relation to the number of users grazing and moving through the area at one time and throughout the times the library is open.

OCCUPANCY: *Public:* 0-10   *Staff* 1-2   *Daily Uses* All hours the library is open to the public*

 Notes *Library staff may place returned materials here and remove for reshelving before the library opens .

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This area must be inviting and well-lit. It will be very high-traffic. The public will be browsing materials and selecting items to read and borrow. This space needs to be accessible to library book trucks going to and from the library's return bins and Circulation Work Area. There needs to be enough room near the shelving to allow loaded book trucks to pass through the area without disturbing browsers and other patrons.

Shelving. The shelving can be more retail in nature with space to display books and media covers out. The shelving should use retail techniques to display materials and entice people in, to enjoy the new books and select media for use, listening, or viewing. Books need to be displayed on shelving a minimum of three feet from the floor as much as possible for convenience of browsing. Height should be not more than 72 inches. Space at the bottom of shelving units can be used for locked storage of supplies and display materials and handouts.

Illumination. Lighting. The lighting in this area needs to allow people to see the materials and readily choose items to take out. The area should feature a high intensity of light from concealed luminare fixtures directed into a changing display of attractive library materials. Natural light, not glaring, is preferable during daylight hours.
Flooring. Carpeted. It must be possible to access electrical and data outlets through carpeting for future flexibility. **Fenestration.** This is a browsing space windows would make it a more pleasant area in which to spend time, but could be located elsewhere to invite the patron further into the library.

Access for the Disabled. Most shelves will be accessible to wheelchair-bound individuals. Staff will be available to assist the disabled. **Acoustics.** This area is usually a quiet area where browsing is generally not conductive to chatter. Noise from other parts of the library should be masked.
Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.
Power, Data, Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks as the nature of this space may change over time.
Security. This area is inside the library materials security gates and all materials will be targeted with sensors for theft detection. **Visual Supervision.** This area must be visible from the Circulation Service Desk so that staff can monitor use and provide assistance as needed.

PROXIMITY TO:

Adjacent to the New Arrivals Area and the Express Services Areas. Line of sight is needed from the Circulation Desk to this area. The Self-Checkout stations should be between the Library Exit and this area to remind people to check out their materials before leaving the library.

SIGNAGE:

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
15	8 Single-faced shelving units for sorting returns: 66"H x 36"W x 12"D:	11.0	165
	*5 shelves per section, wall-mounted, if possible.		
6	5 Book trucks	8.0	48

ACTIVITIES

People who come to this area will see displays and materials covering 1 or 2 themes. The collections and displays will change often, depending upon issues and trends of popular interest, upon courses being taught, and information of interest to the community of Lincoln. As a comfortable browsing area, the public will be able to review books and other library materials pulled together from different parts of the collection on a particular subject. An electronic touch-screen kiosk (multimedia computer) will be used with the thematic display so that this area becomes a truly multimedia presentation on a particular topic or issue.

OCCUPANCY: *Public:* 1-10   *Staff* 0-1   *Daily Uses* Heavily browsed all hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Inviting, well-lit. Conducive to browsing. The area should encourage people to move further into the library; it should draw users in and get them interested in what the rest of the library has to offer. It will be one of the most popular and busiest parts of the library in relation to the number of users grazing and moving through the area.

Shelving. The shelving should use retail techniques to display materials and entice people in, to explore the topic and issues represented by a selection of books and other media. A kiosk computer may also provide access to electronic resources in the form of multimedia covering the topic. Space at the bottom of shelving units can be used for locked storage of supplies and display materials and handouts.

Illumination. Lighting. The area should feature lighting for displays and electronic kiosks. Natural light, non-glare, is preferable during daylight hours.

Flooring. Carpeted. It must be possible to access electrical and data outlets through carpeting for the electronic kiosk and future flexibility.

Fenestration. This is a browsing space. Windows would make it a more pleasant area in which to spend time, but could be located elsewhere to invite the patron further into the library.

Access for the Disabled. Most shelves will be accessible to wheelchair-bound individuals. Staff will be available to assist the disabled.

Acoustics. This area is usually a quiet area will encourage people as individuals to explore as well as people in couples and families to explore, depending on the theme of the display. Some conversations are expected to occur. Sound should not carry beyond the display area.

Environmental conditions (HVAC). The system must produce a comfortable environment whether only two people or 10 people are in this area at a time.

Power, Data, Audiovisual Communications. Provision should be made for electrical outlets and computer networking / data jacks as the nature of this space may change over time.

Security. This area is inside the library materials security gates and all materials will be targeted with sensors for theft detection.

Visual Supervision. This area must be visible from the Circulation Service Desk so that staff observe use and provide assistance as needed.

PROXIMITY TO:

Adjacent to the New Arrivals and Returns Sorting Area. Should be visible to patrons entering and exiting the library. Adjacent to or visible to the Media Area. Not near or adjacent to the Current Periodicals area of the library.

SIGNAGE:

Clear signage to indicate the area to people throughout the library.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
7	7 Single-faced shelving sections, 72"H x 36"W x 12"D:	11.0	77
	5 shelves per section, retail style, some media inserts for Videos, CDs, DVDs, and Audio Books		
1	1 Multimedia Kiosk to include at least the following:	60.0	60
1	1 Touchscreen monitor, large enough for 2-3 people to watch		
1	1 Multimedia Computer (within the Kiosk)		
1	1 Kiosk housing with locked storage at the bottom for supplies		
1	2 Heavy duty headsets for listening to presentation		

ACTIVITIES

Coin-operated photocopying service for public use is provided in this space. The purpose of this space is to provide convenient photocopy service to the public. It is also able to provide equipment the public can use to receive and send faxes and get money cards to use the equipment. The area is meant to be self-service and will be changed and adjusted over time as equipment, technology, and imaging needs of users change.

A photocopy machine will also be located near the Reference Desk and the Periodicals Collection.

OCCUPANCY: *Public:* 1-3   *Staff*   *Daily Uses* All hours the library is open.

  Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Mechanical (HVAC). The area must be deigned to quickly eliminate smells and air particulates created by photocopy machines.

Acoustics. The machine area must be acoustically shielded from the quiet areas of the library.

Walls / Security. If this area is enclosed, it should be glass-enclosed, from floor to ceiling so that staff can monitor use and provide assistance when needed.

PROXIMITY TO:

Visible to the Circulation Desk or the Reference Desk. Easily accessible from the Library Lobby and from the Circulation Desk so that patrons needing to copy course reserve material will have easy access, and people coming to the library primarily to make photocopies can do that without going through other areas of the library. Some of the machines may be dispersed throughout the Library, near Reference and Periodicals, for example, but one area must contain the coin changers and other equipment as listed.

SIGNAGE:

Sign above the area or on the wall. "Photocopy Area"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
5	5 Photocopy machines (floor model) (approx. 60" x 30"), coin-op	40.0	200
1	1 Table or counter (26"x 4') for sorting documents, 37" high:*	25.0	25
1	*Supply cabinets built-in, lockable, above & below table top		
1	1 Table or counter (about 30" x 30") for the:	20.0	20
1	Coin-op telefacsimile machine (standing height) (or money-card op)		
1	1 Debit-card machine (wall-mounted)	5.0	5
1	1 Bill and coin change machine, wall-mounted	5.0	5
1	1 Bulletin board on the wall for announcements, directions	5.0	5
2	2 Typewriter stations, each station to include at least the following:	30.0	60
2	1 Typing table		
2	1 Electric Typewriter		
1	1 Electric wall clock		
2	2 Recycling bins	5.0	10
1	1 Wastebasket	3.0	3

ACTIVITIES

Users will make in-house use of the reference collections in this area. Reference librarians will assist users to locate information and conduct research. Electronic access to information resources will be available in this area. Users will also conduct their own research. The non-circulating reference collection is shelved in this area. In addition to regular reference materials, it will include consumer information materials, and pamphlets.

Users will find seating in this area for using the reference collection. Reference staff and others will walk into the collections to assist individuals in the use of the reference collection. They will also assist users at the multifunction computer stations located next to the Reference Desk.

OCCUPANCY: *Public:* 1-30   *Staff* 1-3   *Daily Uses* Throughout the day and whenever the library is open.

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Reference collection materials do not circulate. Materials are larger and thicker than most other books in the library, on the average.

Shelving. The shelving should have pull-out shelves every other section, one per section, at about 36-42 in height level. These shelves are used to lay open a reference item for consultation without having to walk to some other place in the library to work with the reference volume.

PROXIMITY TO:

The Reference collection must be adjacent to the Reference Desk. It must be easily accessed from the Children's areas of the Library since the Reference Desk will serve the Children's area of the library when the Children's Desk is unstaffed, as well as all adult and young adult areas of the library, including the Learning Center.

SIGNAGE:

Clear signage indicating the reference area and workstations.

CLUSTER: **Library**	AREA DATA FORM NUMBER:	601
UNIT: **Reference / Information Commons**		
NAME OF AREA: **Reference Area**	AREA **NET** ASF:	**2,904**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
112	SF Shelving Sections with pull-out shelves for 10000 Volumes, General Reference	11.00	1,232
	66 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf		
4	4 Tables for four persons each (4' x 6' in size), power, data, each table with:		
16	4 Chairs	25.0	400
30	30 Computer stations, each station to include at least the following:	36.0	1,080
30	1 Computer table, mobile, with locking wheels		
30	1 Computer, networked, with flat-screen monitor, keyboard, mouse		
30	1 Chair, task		
1	1 Print Server Station to include at least the following:	30.0	30
1	1 Table for printers, mobile, lockable supply cabinet underneath table top		
1	1 Printer, laser, black and white		
1	1 Printers, laser, color		
1	1 Photocopy machine, stand-alone, coin-op	40.0	40
1	1 Atlas stand	35.0	35
1	1 Dictionary stand	20.0	20
10	1 Kick-step stools	5.0	50
4	4 Wastebaskets	3.0	12
1	1 Paper recycling bin	5.0	5

ACTIVITIES

Librarians provide assistance to users in the use of the reference collection, the information computer stations, and in the general collections throughout the library. All reference assistance, in person and by telephone, will use this desk as a base of operation. Librarians provide assistance to users in the use of the reference collection, the online catalog (OPACs), reference materials on CD-ROM, electronic information resources available through the library's subscription services, the Internet, and other materials and resources. They also provide assistance to users seeking general information. This desk provides services to all areas of the library, including the children's areas (when the children's assistance desk is not staffed) and young adults. The librarians frequently will come from behind the desk to work with users in the computer area, the Reference collection and at seating. The Ready Reference Collection is shelved behind the Desk and is used to provide reference service and to house materials needing special security due to high incidence of theft or vandalism. The reference librarians also monitor activity throughout the library; they must be able to see most areas of the library not visible to other service desks.

OCCUPANCY: *Public:* 0-30 *Staff* 1-3 *Daily Uses* 300

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Reference functions need to take place away from the hustle and bustle of interactions with users at the Circulation Desk.

Power and Data. The desk should have multiple electrical outlets, at least 6 outlets per station, and data lines coming to each station. Excellent cord and cable management is essential. No unsightly and easily pulled cords and plugs should be visible to the public.

Acoustics. The desk should be planned to allow users at the desk to talk with the reference staff without being heard elsewhere in the library. Noise and activity should be acoustically dampened.

PROXIMITY TO:

The Reference Desk should be easily accessible to the Staff Work Area. The service counter should be highly visible and accessible. It should be located in clear sight of users entering the library, but need not be at the entrance. Good sight lines into adjacent public collection and seating areas are needed. The Desk must be adjacent to the reference collection and the Reference Computer Stations. Visible to the Young Adult Area. Close to the circulating materials collections. Must be able to see the Learning Center and tutoring areas from this desk. Excellent sight lines are needed between the Reference Desk and the Circulation Desk.

SIGNAGE:

Clear and attractive signage is important; consider floor or carpet patterns that indicate to users where to stand when in line and how to get to other areas of the library from the Reference Desk area.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
3	SF Shelving Sections for 200 Volumes, Ready Reference	11.00	33
	66 in H x 3 ft W x 12 in D, 4 Shelves/SF section, 12 inch base shelf		
1	Reference Desk to include at least the following elements:		
2	2 Workstations at counter height, each to include at least the following:	80.0	160
2	1 Computer with light pen, mouse, flat-screen monitor, keyboard		
2	1 Telephone instrument		
1	1 Workstation at desk height (for children and wheelchairs), to include:	80.0	80
1	1 Reference Desk workstation desk		
1	1 Computer with light pen, mouse, flat-screen monitor, keyboard		
1	1 Telephone instrument		
1	1 File cabinet (behind the desk), legal, 4-drawer	12.0	12
1	1 Island counter with special equipment for reference staff use, to include:	30.0	30
1	1 Printer (shared), behind the public desk		
1	1 Fax machine for reference use		
1	1 Scanner for reference staff use		
10	Queueing space in front of the counter (public space) for at least 10 people	9.0	90
1	1 Paper recycling bin	5.0	5
3	3 Wastebaskets	3.0	9

ACTIVITIES

This area will house many of the local and regional reports and literature about issues of interest to residents of Lincoln and Western Placer County. People from all over the county will come here to review environmental impact reports, regional issues reports, Council minutes, and many other regional, county, state, and city items.

Students will use this area heavily when assignments needing access to these materials occur.

OCCUPANCY: *Public:* 2   *Staff* 0   *Daily Uses* 10-20 people, in and out all day

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This area should be carefully designed to make reports and other materials fully accessible to the public. Reports and other similar materials tend to get lost among books. This area is meant to make them readily accessible and to provide some amount of security.

Shelving. It the shelving for this collection is against a wall and on higher shelving units, there should be pull-out shelves in each section to use for consultation.

Illumination. Lighting. The materials shelved in this area must be well-lighted. They can tend to be reports and small pamphlets that can be difficult to see without adequate light.

Visual Supervision. This collection must be visible from the Reference Desk.

PROXIMITY TO:

Adjacent to the Reference Collection. Visible from the Reference Desk. Adjacent to reader tables.

SIGNAGE:

Community and Regional Information

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
2	SF Shelving Sections	for 300 Volumes,Community and Regional	11.00	22
	66 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
2	File cabinet, legal size	for 2 Pamphlets (cabinets),Community Reports	12.00	24

ACTIVITIES

Display and storage of current periodicals and newspapers, plus one year of back files. Users come to browse the current issues of magazines and newspapers. They photocopy articles and study and browse special issues as well as read in the area.

Back issues of magazines and newspapers are stored here and are consulted by users.

OCCUPANCY: *Public:* 1-16   *Staff* 0   *Daily Uses*

 Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This area should be comfortable and spacious with a lot of room for people to browse in comfort and with a sense of privacy when seated reading materials. It should be bright and make use of natural light and views to the outside as well as to the interior of the library. The seating should be informal, but not unattractive.

Shelving. Basic shelving in this area will be of the display type with a shelf underneath for storage of recent back issues.

Fenestration. This area should have abundant windows with views to the outside and natural light. It should creat an open but cozy area similar to a living room or den.

Access for the Disabled. It is important to have enough walk-around space near the browsing shelves so that wheelchairs and other devices used by the diabled can use the space without impinging on other's use of the space. **Acoustics.** Quiet, but not too quiet. Create atmosphere conducive to quiet and comfortable reading.

Illumination. Lighting should supplement natural lighting during the day, but be fully adequate to the reading of newsprint and small magazine type evenings and at night.

Power, Data, Audiovisual Communications. The ares should have a power and data grid to support the use of laptops at the tables and possible future wireless capabilities.

Visual Supervision. The area must be visible from a service desk (Reference or Circulation) or be visible at either of these desks through the use of mirrors or other security devices so the area can be closely monitored.

PROXIMITY TO:

Close to the Reference collection. Near the adult collections. Visible from the Reference Desk, if possible. If not possible, visible to the Reference and/or Circulation Desk through the use of strategically placed mirrors or other security devices.

SIGNAGE:

Clear, visible, instructive signage to the area.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
3	SF Shelving Sections	for 200 Volume Equivalents,Magazine Back	11.00	33
	66 in H x 3 ft W x 12 in D, 4 Shelves/SF section, 12 inch base shelf			
3	SF Shelving Sections	for 400 Volume Equivalents,Newspaper Back	11.00	33
	66 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
13	SF Shelving Sections, display, back issues	for 187 Titles,Current Magazine Titles (on	11.00	143
	72 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
3	SF Shelving Sections, display, back issues	for 32 Titles,Current Newspaper Titles (on	11.00	33
	72 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
3	3 Reading tables: 4-person, 4' x 6' at least, each table to include:			
12	4 Chairs		25.0	300
	4 power and 4 data connections at each table			
10	10 Lounge chairs		40.0	400
2	2 Computer workstations, standing height, each workstation to include at least:		30.0	60
2	1 Computer table, mobile with locking wheels			
2	1 Computer, networked, with monitor, keyboard, mouse			
1	1 Photocopy machine, stand-alone, coin-op (or card-op)		40.0	40
1	1 Wastebasket		3.0	3

Notes:
* *Display shelving with 1 year or less of back issues stored underneath the*
*   *display shelf*

ACTIVITIES

This area houses the library's main adult collections and provides a variety of seating for users. It also provides computers for quick lookups while in the stacks.

OCCUPANCY: *Public:* 1-15   *Staff* 0   *Daily Uses*

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The feeling of this area should be one of comfort and informality with spacious aisles with room for expansion of the collection. The bookstack and reading area should be orderly, subdued and quiet. Arrangement of collections should follow a logical pattern. The stack area should be in one continuous orderly block so that it is simple to find a book and materials can be located easily as the various collections grow at different rates.

Graphics. on end panel, each 3 foot section, and in front of the stack area should guide people easily and directly.

Illumination. Lighting. Angled, low-glare, integrated bookstack lighting is needed. It should shine on the books rather than the aisles and should reach down to the bottom shelf.

Shelving system. Each range should be no longer than 10 three foot sections for a maximum length of 30 feet, so that going from one range to the next can be easily accomplished. Aisles between ranges should be 42 inches wide unless local codes require a wider aisle. The bottom shelf of each section should be tilted upwards, on a slant, for easier viewing.

PROXIMITY TO:

This area should be close to the Reference Collection, close to the current periodicals area, and be easily accessible to the Learning Center, especially the Nonfiction collection.

SIGNAGE:

Range signs on shelving ranges and panels must be easily changeable as collection grows and is shifted.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
112	SF Shelving Sections	for 18750 Volumes,Adult Fiction	10.00	1,120
	90 in H x 3 ft W x 10 in D, 7 Shelves/SF section, 10 inch base shelf			
20	SF Shelving Sections	for 2400 Volumes,Large Print Collection	10.00	200
	90 in H x 3 ft W x 10 in D, 7 Shelves/SF section, 10 inch base shelf			
3	SF Shelving Sections	for 400 Volumes,Literacy Collection	10.00	30
	90 in H x 3 ft W x 10 in D, 7 Shelves/SF section, 10 inch base shelf			
286	SF Shelving Sections *	for 48000 Volumes,Nonfiction and Biography	10.00	2,860
	90 in H x 3 ft W x 10 in D, 7 Shelves/SF section, 10 inch base shelf			
10	SF Shelving Sections *	for 3500 Paperbacks,Paperbacks	10.00	100
	90 in H x 3 ft W x 10 in D, 8 Shelves/SF section, 10 inch base shelf			
6	6 Tables (four-person), 4' x 6', each table to include:			
24	4 Chairs		25.0	600
	*Each table to have 4 power outlets and 4 data jacks			
10	10 Study Carrels, each carrel to have at least the following:		36.0	360
10	1 Chair			
	*Each carrel to have 2 power outlets and 1 data jack			
4	4 Electronic workstations, standing height, each to have the following:		30.0	120
4	1 Stand or counter for computer			
4	1 Computer with keyboard, monitor, mouse			
6	6 Lounge seats		40.0	240
20	20 Kick-step stools		3.0	60
20	20 Wastebaskets		3.0	60

Notes:
* Shelving: Use double-faced sections where possible.

ACTIVITIES

These rooms will be used for group study, group meetings, and other sessions that require talking among two or more people. People will be able to hook up their laptops to power and data in the rooms.

OCCUPANCY: *Public:* 1-4 *Staff* 0 *Daily Uses* All hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Tackable wall surfaces on one side, white board on another. Design space so that staff and others can visually observe room occupants at all times.

Acoustics. Group study, meetings and collaborative learning can become noisy; guard against noise "spill over" from the area. Put doors to the rooms exiting onto pathways in the library rather than to quiet areas so that when groups break up, their vacating the group study room will not disturb other library users.

Communications. Provide for a secured telephone jack connected to the building network.

Power and Data. Provide network data connection access for computer use in the room; provide satellite and cable links. Provide electrical outlet for VCR easily accessible to a media cart. Set up the room to be able to accommodate a "smart" white board with computer plug-in for the future.

Security. This space may be locked at all times when not in use and be available only to those who request access at the Circulation Desk or through the library's online room booking system.

Walls. The walls should be glass floor to ceiling on all sides interior to the Library so that Reference Desk staff and other library staff can monitor use and so that the public can see into the rooms as they are being used.

PROXIMITY TO:

Visible from the Reference Desk or other Service Desk. Adjacent to the Reference Area.

SIGNAGE:

Clear signage including a holder for instruction on use and reservations for use of the room.

CLUSTER: **Library**	AREA DATA FORM NUMBER:	805
UNIT: **Adult Services**		
NAME OF AREA: **Group Study Rooms (3 rooms @ 4 seats each)**	AREA **NET** ASF:	**384**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
3	3 Group Study Rooms, each room to have at least the following:		
3	1 Study table (4 x 6)		
12	4 Chairs at table	30.0	360
3	1 White board	5.0	15
3	1 Wastebasket	3.0	9

ACTIVITIES

This room will be used for group study, group meetings, and other sessions that require talking between two or more people. People will be able to hook up their laptops to power and data in the rooms. This room will accommodate groups of up to six people.

People who need exceptionally quiet space to work in may also use this space.

OCCUPANCY: *Public:* 2-6   *Staff* 0   *Daily Uses* All hours the library is open

  Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Tackable wall surfaces on one side, large white board on another. Design space so that staff and others can visually observe room occupants at all times.

Acoustics. Group study, meetings and collaborative learning can become noisy; guard against noise "spill over" from the area. Put doors to the rooms exiting onto pathways in the library rather than to quiet areas so that when groups break up, their vacating the group study room will not disturb other library users.

Communications. Provide for a secured telephone jack connected to the building network.

Power and Data. Provide network data connection access for computer use in the room; provide satellite and cable links. Provide electrical outlet for VCR easily accessible to a media cart. Set up the room to be able to accommodate a large "smart" white board with computer plug-in in the future.

Security. This space may be locked at all times when not in use and be available only to those who request access at the Circulation Desk or through the library's online room booking system.

Walls. The wall should be glass floor to ceiling on the sides where the Reference Desk staff and other library staff can monitor use.

PROXIMITY TO:

Adjacent to the Reference Area. Visible from the Reference Desk.

SIGNAGE:

Clear signage including a holder for instruction on use and reservations for use of the room.

CLUSTER: **Library**	AREA DATA FORM NUMBER:	806
UNIT: **Adult Services**		
NAME OF AREA: **Group Study Room (1 room @ 6 seats each)**	AREA **NET** ASF:	**193**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 Group Study Room with at least the following:		
1	1 Study table (4 x 8) with power and data management		
6	6 Chairs at table	30.0	180
1	1 Large White board (4' x 10')	10.0	10
1	1 Wastebasket	3.0	3

ACTIVITIES

Tutors who work with the Learning Center, who work with independent student learners, and Homeschoolers will use these rooms for tutoring students of all ages. Students and tutors can use a laptop to work on learning exercises in these rooms. When the rooms are not being used for tutoring, they can be used by the general public for quiet reading and study or use of a laptop.

OCCUPANCY: *Public:* 2   *Staff* 0   *Daily Uses* All hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Tables should be modular and sufficient in size so that they can be pushed together or apart depending upon how many people are being tutored at a time and so that there is sufficient space on the table-tops to spread out materials the tutors and tutees work with.

Acoustics. The rooms should be acoustically tight so that discussion and teaching are not heard outside the rooms where it might disturb other library users. The doors in and out of the space should not open onto quiet study areas as people exiting the rooms may be talking and disturb others in the library.

Power and Data. Each room needs access to the Internet or internal computer network. Data jacks built into the table. Electrical outlets for media or other electical equipment.

Visual Supervision. Design space so that staff and others can visually observe room occupants at all times.

Communications. Provide for a secured telephone jack connected to the building network.

Power and Data. Provide network data connection access for computer use in the room; provide satellite and cable links. Provide electrical outlet for VCR easily accessible to a media cart. Set up the room to be able to accommodate a small "smart" white board with computer plug-in in the future.

Security. This space may be locked at all times when not in use and be available only to those who request access at the Circulation Desk or through the library's online room booking system.

Walls. The wall should be glass floor to ceiling on the sides where the Reference Desk staff and other library staff can monitor use. Tackable wall surfaces on one side, large white board on another.

PROXIMITY TO:

Near the Learning Center. Adjacent to the other Group Study Rooms.
Line of sight from a service desk (Circulation, Reference, or Children's).

SIGNAGE:

Clear signage including a holder for instruction on use and reservations for use of the room. "Tutoring Room"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
2	2 Tutoring Rooms, each with at least the following:		
4	2 Tables for two, modular, each table to have:		
8	2 Chairs	30.0	240
2	1 Whiteboard	5.0	10
2	1 Wastebasket	3.0	6

* Note: Each room to have electrical and data hookups for laptops and other equipment

ACTIVITIES

The function of this area is to house the library's main collection of nonprint media including video cassettes, audio tapes, CDs, DVDs, media kits, software applications, and any other media that is developed in the future. Patrons will be able to browse the media collections, find specific media items they are looking for, and from this area either view, listen to, or check out the media to use later.

Items in the nonprint collections will include nonfiction documentaries and other learning tools and resource materials to support the curriculums of the high school and college as well as the lifelong learner in the community.

Music will be available in the CD collection and other parts of the media collections.

OCCUPANCY: *Public:* 1-20   *Staff* 0   *Daily Uses* Throughout the day, all hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Shelving Systems. The various media should be housed in retail-style shelving where possible, yet the collections must be kept orderly and organized for finding specific items as well as for browsing the collections. Media browsing bins attached to shelving standards as accessories, which can be adjusted for various kinds of media are to be considered. The shelving in this area must be flexible as much of this media may become available electronicially through computer stations.

Fenestration. Natural light would be an attractive feature in this area, but the light must be indirect. Media is particularly sensitive to heat and harsh sunlight. Avoid these conditions.

Illumination. Light. Indirect light, but lighting illuminating the shelves of materials must be very good so that people can read labels and browse without having to squint.

Access for the Disabled. Aisles should be wide enought so that wheelchair-bound individuals may browse the shelves without keeping other from doing the same.

Power, Data, Audiovisual Communications. The space should be equipped to handle the addition of quick-stop point-of discovery playing of items in the collection.

Security. The collections in this area will be targeted with the library materials security system. People leaving the library without checking out items will set off a security alert.

Visual Supervision. This collection must be visible from at least one service desk at all times.

PROXIMITY TO:

Visible to the Circulation Desk staff and/or the Reference Desk staff. Adjacent to the Media Equipment.

SIGNAGE:

Clear signage indicating the Media area of the library.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
35	SF Shelving Sections, slotted shelves for 4972 Video Cassettes,Video Cassettes	10.00	350
	72 in H x 3 ft W x 10 in D, 6 Shelves/SF section, 10 inch base shelf		
17	SF Shelving Sections, browsing bin inserts for 4940 Compact Discs,CDs and DVDs, other	11.00	187
	72 in H x 3 ft W x 12 in D, 10 Shelves/SF section, 12 inch base shelf		
7	SF Shelving Sections, media shelving inserts for 1260 Audio Cassettes,Audio Cassettes	10.00	70
	72 in H x 3 ft W x 10 in D, 6 Shelves/SF section, 10 inch base shelf		

ACTIVITIES

The function of this area is to provide equipment for group viewing of and listening to non-print media found in the library. Study groups, families, and other groups will be able to listen to CD's and audio tapes and view videos with provided equipment in this room.

In the not too distant future, much of the listening and viewing will be of multimedia materials provided through the reference and other multimedia stations in the library. Until that time, these stations will provide a welcome place for the public to review materials before borrowing them, for groups of students and tutors to view learning materials, and for parents to jointly view materials with their children.

OCCUPANCY: *Public:* 14   *Staff* 0   *Daily Uses* Throughout the day during hours the library is open.

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Fenestration. If windows looking to the exterior of the building are located near this area, they must not produce extensive glare or heat. The equipment in this area is sensitive to both.

Illumination. Light. See above. Lighting should be indirect, but bright enough for staff to see into the area without difficulty.

Access for the Disabled. At least two of the AV stations should be equipped for wheelchair access and at least two of the AV carrels must have assistive devices for the hearing and sight impaired.

Acoustics. Headphones will be available from the library to viewers and listeners using this equipment, but the space will need to be located in an area of the library where noise from people talking to each other and to themselves about what they are viewing or listening to will not disturb others who desire or need quiet to use the library.

Environmental conditions (HVAC). Good ventilation of the area.

Power, Data, Audiovisual Communications. Data and AV cabling in addition to power should be gridded throughout the area for equipment and future computer use.

Security. The equipment in this area will be secured to stations and will have security targets which will set off the security system if individuals go through the security gates with the equipment.

Visual Supervision. This area of the library has no regular staffing. The Circulation Desk and/or the Children's Assistnace Desk will provide assistance and monitor the area. A direct line of sight from the Circulation Desk to this area is needed.

PROXIMITY TO:
Visible to the Circulation Desk. Near the Young Adults area of the library.

SIGNAGE:
Clear signage on stations to indicate usage requirements and rules.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
15	15 Audio Visual carrels, each to include at least:	45.0	675
15	1 Media carrel, large, for media equipment		
15	1 Chair for using the media carrels and equipment		
15	1 Multi-function AV equipment: VCR, monitor, CD, audio cassette player		
15	1 Set of headphones for use with AV equipment		
10	10 Listening stations for CD and audio cassettes listening, standup, to contain	30.0	300
10	1 CD/Audio cassette player with headphones		
10	1 Standing height counter/carrel		

ACTIVITIES

The function of this area is to provide equipment for the viewing and listening of non-print media found in the library. Groups of individuals will be able to listen to CD's and audio tapes and view videos with provided equipment. In the not too distant future, much of the listening and viewing will be of multimedia materials provided through the reference and other multimedia stations in the library. Until that time, these stations will provide a welcome place for the public to review materials before borrowing them, for groups of students and tutors to view learning materials, and for parents to jointly view materials with their children.

OCCUPANCY: *Public:* 8   *Staff* 0   *Daily Uses* Throughout the day

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Fenestration. Exterior windows are not preferred in this room.

Access for the Disabled. The space must accommodate wheelchairs and other devices for the disabled without diminishing use by the able-bodied.

Acoustics. Sound from the media being played must not leak out into the rest of the library and disturb others.

Environmental conditions (HVAC). The mechanical system must not be overly loud. It must not make it difficult to hear the item being screened.

Illumination. Lighting. Dimmers on the lights are required.

Power, Data, Audiovisual Communications. Electrical outlets and data griding to allow transition of the area to multimedia when needed. Ability to handle teleconferencing equipment and functions required. A floor grid that can hook the stations to the internal network should be available in these areas. Power receptacles should be located at the stations for the various equipment.

Security. The wall of the room must be glass from floor to ceiling, with the capability to use blackout curtains as necessary; use of blackout curtains will be restricted to people signing up; the curtains must be electrically moved and controls lockable.

Visual Supervision. Line of sight to this room from the Circulation Desk, the Reference Desk, or other service desk is required.

PROXIMITY TO:

Visible to the Circulation Desk or Reference Desk staff. Adjacent to the Media collections and equipment. Near the Learning Center.

SIGNAGE:

Clear signage on the room to indicate usage requirements and rules.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 AV equipment cabinet, lockable, to include at least the following:	30.0	30
1	1 VCR Player		
1	1 Audio cassette player		
1	1 CD player		
1	1 DVD player		
1	1 Large TV monitor for showing videos		
1	1 Large digital display/ overhead projector/ monitor for projecting DVDs overhead transparencies, and multimedia and data from a computer		
1	6 modular tables, together capable of seating up to 16 people:		
17	16 chairs, easy to move around the room as needed, but comfortable	25.0	425

| CLUSTER: **Library** UNIT: **Young Adult Services** NAME OF AREA: **Young Adult Area** | AREA DATA FORM NUMBER: 1001 AREA **NET** ASF: **1,480** |

ACTIVITIES

The function of this area is to provide a special place where young adults may find materials of interest to them most particularly. It is an area for young adults and for the older children, but incorporates a sense of separation from the children's area with table and carrel seating. It is an identified area for the younger adult.
(Ages in the junior high through high school levels.)

Young adults will use the Reference Desk and all computer services on a frequent basis in addition to this area.

Interior design of this space should involve young adults in its maintenance and use.

OCCUPANCY: *Public:* 1-8   *Staff* 0   *Daily Uses* All hours the library is open, but especially*

  Notes *weekday afternoons and early evening.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Collections. This area will contain new books, media and other materials of interest to young adults, including textbooks and other curriculum materials for school projects.

Walls. The area should be glass-enclosed so noise will not go into other areas of the library and disturb other users, or it should be located in an area where noise is not a problem to other library users.

Acoustics. Sound proofing or baffling to keep talking and music in this area from wafting through the library.

Finishes. The finishes in this area should be extra durable and easy to keep clean, but not be institutional or boring. *Floor*: carpeting, *Walls*: painted; *Ceiling*: acoustical tile.

Fenestration. Windows with a view to the outside are desirable, from seating and the media bar, if possible.

Access for the Disabled. This space needs to be designes and layed out to be able to accommodate at least two wheelchairs at the same time and still have space for others to use the area.

Environmental conditions (HVAC). Mechanical system noise or background humming in this area can be acceptable if it keeps other noise from the area from wafting into other areas of the library.

Illumination. Lighting. The area must have good, indirect lighting, and task lighting at tables. The collections shelving and display must have special lighting.
Power, Data, Audiovisual Communications. A floor grid that can hook tables and electronic information computers to the internal network should cover this area. Power receptacles should be located at each table and be accessible to the lounge chairs for laptops and various personal pieces of equipment such as CD players, DVD players, and audio cassette players.
Flexibility / Expandability. The space needs to be very flexible so that it can be adapted to emerging trends and future expansion.
Visual Supervision. Clear line of sight from the Reference Desk to this area.

PROXIMITY TO:

This area needs to be located near the Learning Center (Homework Center and Technology Center). It should be separated from the Children's area by furniture and/or shelving. It should be visible from the Reference Desk.

SIGNAGE:

Signage which is contemporary and attractive to young adults. "Young Adults". End panel signs in the collections as required.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
19	SF Shelving Sections	for 2680 Volumes, Young Adult Fiction	10.00	190
	72 in H x 3 ft W x 10 in D, 6 Shelves/SF section, 10 inch base shelf			
35	SF Shelving Sections	for 4900 Volumes, Young Adult Nonfiction	10.00	350
	72 in H x 3 ft W x 10 in D, 6 Shelves/SF section, 10 inch base shelf			
3	SF Display shelving sections, display shelves* for 40 Titles, Young Adult Magazines		11.00	33
	72 in H x 3 ft W x 12 in D, 5 Shelves/SF section, 12 inch base shelf			
2	2 Tables, four-person, 4' x 6', each table to include:			
16	4 Chairs		25.0	400
4	4 Study carrels, e-ready, each carrel to include at least the following:		36.0	144
4	1 Chair			
1	1 AV Bar, counter height, with plug-in jacks			
6	6 Bar stools		20.0	120
6	6 Computer stations, sitting height, each station to include at least the following:		40.0	240
6	1 Computer with monitor, keyboard, mouse			
6	1 Chair, task, on wheels			
6	1 Computer tables, mobile			
1	1 Wastebasket		3.0	3

Notes:

 * Display shelving with most recent back issues shelved beneath each
   display shelf

ACTIVITIES

This area is where students of all ages and backgrounds can come to work on their lessons alone or with tutors or with a class or with general assistance from library staff and volunteers. High school students from the Twelve Bridges High School campus will be able to work with tutors and others on assignments and learning. It is also a place for users to work on adult literacy homework, fr users and tutors to have one-on-one tutoring sessions, and a place where library users can do general study with or without tutor. It is also a private area for work concentration.

When the space is not fully occupied with students, others will be able to use the space and seats in the Center.

OCCUPANCY: *Public:* 1-31 *Staff* 0-2 *Daily Uses* Extensively throughout the day.

Notes Diffrent user groups will use the space at different times during the day.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Fenestration. Windows to the exterior would be nice, but they should not be so big that they distract students from accomplishing their homework or achieving their goals.

Space finishes. Attractive, appropriate to the age groups using the spaces, durable.

Access for the Disabled. Wheelchair access and special equipment for use by the hearing and/or vision-impaired will be provided in the Center.

Acoustics. The space must be enclosed with glass walls to keep the noise of learning from traveling throughout the library.

Environmental conditions (HVAC). The space must be a separate HVAC zone so that when many students are using the space, adequate ventilation can occur without disturbing the temperature and ventilation capabilities elsewhere in the Library.

Illumination. Indirect lighting overall. Task lighting at individual tables.

Power, Data, Audiovisual Communications. This room should be equipped with power and data at all tables so that students may use their laptops and other electronic equipment needed to do homework and study. A direct connection to the WPUSD and Sierra College as well as Library databases will be provided for homework purposes.

Visual Supervision. Sight lines from either of the public desks is needed, so staff at the desk can supervise the space and provide assistance to students. The space should be close to the Children's Reference collections so that resources there can be used by students in the Homework Center.

PROXIMITY TO:

Close to public restrooms. Students in the Homework Center will utilize the broader resource of the children's collections; these spaces should be in close proximity, the high school students can be expected to use the adult reference collection, the collections in the Young Adult area, and the general nonfiction books and media for their school work, so these areas should be easily accessibl to the Homework Center. The Homework Center should be close to the Reference Desk.

SIGNAGE:
"Homework Center."

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
8	8 Tables (4' x 6'), 4-person, each to include:		
32	4 Chairs	25.0	800
12	12 Study carrels, individual, with privacy panels	36.0	432
1	1 Staff workstation to include at least the following:	60.0	60
1	1 Computer with mouse, keyboard, monitor		
1	1 Chair, task		
1	1 Printer		
2	2 Shelving sections, 90"H x 36"W x 12"D	11.0	22
1	1 Cabinet, lockable, for computer supplies and paper	30.0	30
4	4 Whiteboards, mobile, double-sided	5.0	20
1	1 Screen projection system, motorized, ceiling	10.0	10
4	4 Bulletin boards, wall-mounted	5.0	20
3	3 Wastebaskets	3.0	9

ACTIVITIES

Place for students and other individuals to work on public-use computers in private.
A quiet area for computer work. Productivity software will be avalable on these computers, as well as access to electronic resources.

OCCUPANCY: *Public:* 1-31 *Staff* 0 *Daily Uses*

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Flexibility and Expandability. Flexible space. Future space expansion should be considered in the design of this space.

Fenestration. Exterior windows if possible. No direct sunlight and glare.

Space finishes. *Floor*: carpeting. *Walls*: Pained. *Ceiling*: acoustical tile.

Access for the Disabled. Assure access is possible for wheelchairs and for individuals with low vision, low hearing, other physical disabilities through provision of appropriate equipment and software and spaces.

Acoustics. Acoustical ceiling tile and carpeting.

Environmental Conditions (HVAC). Maintain an even temperature.

Illumination. Lighting. Non-glare lighting.

Security. Equipment will be secured and if taken from the library, an alert will sound at the security gates.

Visual Supervision. Visible from the Circulation, Reference and/or Children's Assistance Desks.

PROXIMITY TO:

The Computer Lab should be located adjacent to the Homework Center, with sight lines, from the Reference Desk so that staff can supervise the space and provide assistance to students.
Close to public restrooms. Close to the Reference and Information Commons Area.
In proximity to the Reference Collection and Reference Desk.

SIGNAGE:

Learning Center Computer Lab

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
30	30 Computer workstations, each with at least the following:	40.0	1,200
30	1 Chair		
30	1 Computer, monitor, keyboard, mouse		
1	1 Staff workstation / command center, lockable, to include at least the following:	60.0	60
1	1 Desk with computer return, office system		
1	1 Computer for monitoring use of computers in the room		
1	1 Chair, ergonomic on casters		
1	1 Print server station to include at least the following:	60.0	60
2	2 Laser printers on server		
1	1 Printer table		
1	1 Computer print server with mouse, keyboard, monitor		
1	1 Supply cabinet for printer and other supplies, lockable	20.0	20
1	1 Wastebasket	3.0	3
1	1 Recycling bin for paper	5.0	5
1	1 Wall clock, electric		

Power / Data / Audiovisual:

QTY	ITEM DESCRIPTION
62	2 Duplex electrical receptacles per workstation
3	3 Duplex electrical receptacles at the print server station
31	High speed multimedia data connections (1 per station)
1	High speed multimedia data connection (Print server station)
1	Electrical outlet for the wall clock

ACTIVITIES

This area provides collections and activities for especially younger children, their parents, and others needing children's materials. This space will display and store a variety of children's materials, requiring differing styles of shelving and storage. Assistance in this area will occasionally be provided by staff at the Children's Assistance Desk. When this desk is not staffed, the Reference Desk staff will provide assistance to those in this area. This space will also provide for a variety of casual and table seating to accommodate children. The area also supports the provision of children's activities and programs.

The computers in this area will provide access to the children's catalog or other databases, access to the Internet, and will enable children (and their adult attendants) to use multimedia and educational software.

OCCUPANCY: *Public:* 1-50   *Staff* 0-1   *Daily Uses* All hours the library is open to the public.

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

There should be a wide choice of seating sizes and types with some adult seating. Nook for parent/child read-alouds. Alcoves for reading. Displays should be incorporated throughout the area. Walls that allow for murals, attachments for hangings, artwork produced by children. Tables and chairs scaled for smaller children as well as preteens.

Collections. Paperbacks will be interfiled with fiction in the Children's collection.

Shelving System. Shelving should be 66" high, except in the preschool area where it should be 45" high.

Illumination. Lighting. Good light exposure, window seats for independent reading. Indirect lighting in most areas, except in the collections shelving areas.
.
Flexibility and Expandability. Space should be very flexible to accommodate changes over time.

Finishes. *Walls*: Tackable walls in several places around the area. *Flooring*: Carpeting. *Ceiling*: Acoustical tile.

Furnishings. Prefer wooden furniture with no upholstery.

Access for the Disabled. Accessible.

Visual Supervision. Good supervision of the area must be possible at all times from a Service Desk.

PROXIMITY TO:

Location should be near the library entrance, but not at the entrance; children will use the Circulation Desk and the Express stations for circulation services. Children's programming will be done in the Multipurpose Room. This area needs to be near the Homework Center so that the Center can be used by children in this area without having to go through the adult areas of the library.

The Circulation Desk must have excellent lines of sight into this area. The Reference Desk must be visible to the Children's area.

SIGNAGE:

Fanciful and creative to draw children to the area. "Children's Area"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
33	SF Shelving Sections **	for 4900 Volumes,Children's Fiction	10.00	330
	66 in H x 3 ft W x 10 in D, 5 Shelves/SF section, 10 inch base shelf			
100	SF Shelving Sections **	for 12000 Volumes,Children's Nonfiction	10.00	1,000
	66 in H x 3 ft W x 10 in D, 5 Shelves/SF section, 10 inch base shelf			
3	SF Display shelving sections *	for 30 Titles,Children's Magazines (Display)	11.00	33
	66 in H x 3 ft W x 12 in D, 4 Shelves/SF section, 12 inch base shelf			
3	3 Tables (child or adult), 4' x 6', e-ready, each table to have:			
12	4 Chairs		25.0	300
2	2 Tables, child size, 36" x 72", e-ready, each table to have:			
8	4 children's chairs at tables		20.0	160
6	6 Soft seats, lounge chairs		30.0	180
6	6 Computer stations, each with at least the following:		40.0	240
6	1 Computer table, on casters			
6	1 Computer with monitor, keyboard, kid's trackball			
6	1 Children's task chair			
3	3 Chairs, extra for double seating at computers		15.0	45
1	1 Children's Assistance Desk, service desk with side chair		80.0	80
1	1 Computer with monitor, keyboard, mouse			
1	1 Printer			
1	1 Telephone			
1	1 Chair, side			
1	1 Wastebasket		3.0	3

Note: * A shelf underneath the display shelf for back issues.
** use double faced sections where appropriate

ACTIVITIES

This area is part of the overall Children's Services area. It contains media and new books for children, their parents, and others needing children's materials. This space will display and store a variety of children's media, requiring differing styles of shelving and storage. Assistance in this area will occasionally be provided by staff at the Reference Desk. This space will share a variety of casual and table seating with the children's area containing the reference and regular book collections.

OCCUPANCY: *Public:* 1-15   *Staff* 0   *Daily Uses* 350

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This should be an eclectic area, enticing and fun for children to explore. Space should be provided for displaying media reviews and selection tools for parents to choose titles for their children.

Collection Shelving. The shelving should be adjustable for various media format so that changes in the collection can be accommodated over time. The shelving will not exceed 66 inches in height and all end panels must have display and/or tackable surfaces.

Flexibility and Expandability. Flexible and expandable space.

Fenestration. None needed.

Space finishes. *Floor*: carpeting. *Walls*: Painted. *Ceiling*: Acoustical tile.

Access for the Disabled. Accessible**.**

Acoustics. Acoustical ceiling tile and carpeting. The area can get quite noisy when many children are present.

Illumination. Lighting. Exellent light needed at shelving.

Power, Data, Audiovisual Communications. Two listening and previewing booths will be available near the media area. These booths should have at least 6 electrical outlets each and have data jacks available for possible future computer use in the space.

Visual Supervision. The area must be visible from the Children's Assistance Desk.

PROXIMITY TO:

Close to the entrance to the children's area; located in a central part of the Children's Services spaces, near the Children's Assistance Desk.

SIGNAGE:

Fanciful and creative to draw children and interested adults to the area. Hanging sign: "Media". End panels on shelving.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION		SF/Unit	ASF
1	SF Shelving Sections	for 99 Volumes,Children's New Books	10.00	10
	66 in H x 3 ft W x 10 in D, 5 Shelves/SF section, 10 inch base shelf			
1	SF Shelving Sections	for 70 Audio Cassettes,Children's Talking	10.00	10
	66 in H x 3 ft W x 10 in D, 5 Shelves/SF section, 10 inch base shelf			

ACTIVITIES

This area will offer a full range of services -- collections, reading space, play space, space for parents and/or guardians to read with a child, scaled to the toddler or preschooler.

The space is for children to look at and read board books, picture books, easy readers, and other easy-to-read materials, to play with educational toys, and for parents to work with their children: read them a story, browse the collections and select books and other materials to explore.

OCCUPANCY: *Public:* 20 *Staff* 0-1 *Daily Uses* All hours the library is open, but mainly*

Notes *mornings and afternoons.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The activity and picture book area should be bright, colorful, and full of choices for seating, movement, and play as well as for individual and joint reading of books. Shelving should be no higher than 45" in this area. Nook for parent/child read-alouds. Displays should be incorporated throughout the area.

Visual separation between the preschool area and the rest of the children's area is needed. If risers are used, they should be designed to be as safe as possible for children. Toy storage space is needed in the area.

Acoustics. Noise should not travel from here to quiet areas of the library. Parents and children should be able to access this area without needing to go through quiet areas of the library.

Lighting. Good exposure, window seats, nooks for independent reading.

Fenestration. Exterior windows, if possible.

Finishes. *Floors*: carpeted. *Walls*. painted. *Ceiling*: acoustical tile.

Storage. A small storage closet is needed for storing toys and props for story hours.

PROXIMITY TO:

Easy access to the Children's Assistance Desk. Adjacent to the Story/Activity Room (Multipurpose Room); not near adult reading and study areas. Visual separation between preschool and school-age usage. Not near the Young Adult Area. Not at the entrance to the library.

SIGNAGE:

Colorful and franciful signage and graphics where needed. Hanging sign: "Pre-schoolers and Toddlers"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
28	SF Shelving Sections, slotted shelves for 3000 Volumes,Children's Easy Readers	10.00	280
	45 in H x 3 ft W x 10 in D, 3 Shelves/SF section, 10 inch base shelf		
94	SF Shelving Sections, slotted shelves for 8400 Volumes,Children's Picture Books	11.00	1,034
	45 in H x 3 ft W x 12 in D, 2 Shelves/SF section, 12 inch base shelf		
3	3 Tables (child), each table to have at least the following:		
12	4 Chairs, toddler size	15.0	180
1	1 Sofa/love seat large enough for parent and child	40.0	40
2	1 Display area for children's exhibits	20.0	40
3	3 Toy storage cabinets, lockable, possibly seats with storage inside	20.0	60
1	1 Wastebasket	3.0	3

Electrical / Data / Audio Visual:

2	Duplex electrical receptacles (secured) at one of the tables		
2	High speed data connections in the exhibit area for use of technology		

ACTIVITIES

This will be a storytelling and activity area for children's programs with smaller attendance. Small story hours, crafts and activity space for projects with children and their parents/guardians; class visits.

OCCUPANCY: *Public:* 30 *Staff* 1 *Daily Uses* All day

Notes 30 children and their guardians; 15-20 events per month

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

A small activity area with risers or flat carpeting, where children can sit and lay on the floor and look at picture books and where storytime and crafts events can be conducted. There should be a padded carpet below this area. Scaled to children/toddlers. It will need to be able to be set off from the rest of the library for noise control. Tackable (without tacks) walls.

Power, Data, Audi Visual Communications. Computer cabling and electrical outlets in the space to facilitate computer use and projection of images when needed.

Finishes. *Flooring***:** carpeting. Carpeting needs to be easy to clean and keep clean. *Walls*: tackable walls. *Ceiling*: acoustical tile.

Illumination. Lighting. Large windows for viewing courtyard. Light-proof curtains and dimmable lighting for daytime audiovisual and computer screen use.

Fenestration. Exterior windows with shades.

Acoustics. Acoustical ceiling tile and carpeting to keep noise from traveling to quieter parts of the library.

Security. Lockable storage cabinets.

Visual Supervision. From the Children's Assistance Desk.

PROXIMITY TO:

Adjacent to the Toddlers area and the Children's Area. Easy acces to the Children's Assistance Service Desk. Away from older children. Near the Family Toilet.

SIGNAGE:

"Story Time and Crafts Area"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 Storage closet, lockable*	40.0	40
	*Storage for puppets, storytelling props:cabinets over counter)		
20	Risers or floor space for 20 children to study and read, hear stories	15.0	300

ACTIVITIES

This is a toilet facility for family and small children's use. This facility may also be used by children in the Learning Center when needed and authorized. In general, adults will use the public restrooms provided near the entrance to the library. This restroom is only for small children and children using the the Homework Center services.

OCCUPANCY: *Public:* 1-2*   *Staff*   *Daily Uses* All day

 Notes Parent or guardian with child

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Furnishings. Scaled to children/toddlers.

Finishes. *Flooring*: tile**.**

Visual Security. The entrance to the Family Restroom must be visible from the Children's Assistance Desk and, if possible from the Reference Desk when the Children's Desk is not staffed.

PROXIMITY TO:

Adjacent to the Toddlers area and the children's area. Near the Learning Center.

SIGNAGE:

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Family Toilet with at least the following:		
1	Wash basin, child's height		
1	Paper towel dispenser		
1	Toilet, child's height		
1	Soap dispenser		
2	Toilet paper dispensers		
1	Waste receptacle		
1	Shelf, reachable by small children and their accompanying adult, for temporary storage / stowing of books, packages and purses		
1	Diaper changing table with a security lip to prevent a child from rolling off		
	Other fixtures as codes require		

Note: This space is part of non-assignable space

ACTIVITIES

Reference librarians, when off-desk use these workstations to perform non-desk functions such as collection development, book selection, work with campus and city liaisons on programs, events, and activities, and work on more complex reference questions.

The Interlibrary loan processing station performs ILL lending and borrowing activities, including preparation of materials for delivery and pickup.

OCCUPANCY: *Public:* 0   *Staff* 4-5   *Daily Uses* All hours the library is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The work area should be professional and buisiness-like, but attractive and comfortable to work in. Aisle and circulation space around workstations should be planned to accommodate loaded and unloaded book trucks.

Fenestration. The work area should have windows to the exterior, natural lighting where possible.

Environmental conditions (HVAC). It should be possible to control the temperature in the staff area seaparately from the public spaces. Because staff will spend much time seated, drafts and cold air should be avoided.

Illumination. Task lighting at individual stations. Overhead lighting for work and flow away from desk stations.

Power, Data, Audiovisual Communications. Power and data throughout the area with a floor grid and wall capacity.

Security. The staff area should be in a lockable area separate from the public areas of the library.

Visual Supervision. The staff area should be able to see into the public areas of the library, but the public should not be able to see into the staff areas of the library. Interior windows looking over the public areas of the library are a plus.

PROXIMITY TO:

Must be able to pop out to the public areas of the library easily to back up at the Reference Desk and work with users. ILL must have easy access to the delivery and receipt area of the staff work space.

SIGNAGE:

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1501
UNIT: **Staff Areas**		
NAME OF AREA: **Staff Work Area - Reference / ILL**	AREA **NET** ASF:	**452**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
4	4 Reference Librarian's off-desk workstations, each to include at least:*	80.0	320
1	1 Desk with computer return (modular office systems furniture)		
1	1 Task chair for workstation		
1	1 Computer with monitor, keyboard, mouse		
1	1 Printer		
1	1 Telephone instrument		
1	1 Visitor/side seat		
1	1 Interlibrary loan processing station to include at least the following:	60.0	60
1	1 Desk with computer return (modular office systems furniture)		
1	1 Task chair		
1	1 Computer with monitor, keyboard, mouse		
1	1 Telephone instrument		
1	1 Printer		
1	1 Book truck		
4	4 Single-faced shelving sections, shared, 90"H x 36"W x 12"D*:	11.0	44
4	*7 shelves per section		
1	1 Table-top photocopy/fax machine		
1	1 Table on which to place the photocopy/fax machine	20.0	20
1	1 Coat rack	5.0	5
1	Wastebasket	3.0	3
1	Electric wall clock		

ACTIVITIES

All materials added to the library are delivered to this point. General sorting and clerical work not directly related to circulation desk activities will be performed here. Temporary workroom shelving for delivery, storage will also be here.

Technical Services activities such as acquisitions, cataloging, end processing, and checkin of periodicals will occur in this space. Mail services are performed here, also.

OCCUPANCY: *Public:* 0   *Staff* 1-4   *Daily Uses* All day

Notes 10-20 volunteers will also work here.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The work area should be businesslike, but attractive. Aisle and circulation space around workstations should be planned to accommodate loaded and unloaded booktrucks that get processed and moved as materials are returned from circulation and reshelved. The space must be planned for ease of staff getting from one place to another within and outside spaces. Blind alley aisles and blocked passageways must be avoided.

Efficient office and processing area that flows smoothly. Quiet, easy to get from this area to the public service areas of the library, but private and away from the public areas.

Furnishings. Office systems furniture should be used for the most efficient use of the space.

Fenestration. Exterior operable windows. Interior windows with blinds into the circulation work area.

Space finishes. Floor: Resilient tile. Walls: painted. Ceiling: acoustical tile.

Access for the Disabled. Accessible.

Acoustics. Acoustical ceiling tile.

Environmental conditions (HVAC). Air conditioning must maintain a stable temperature and humidity. Drafts from opening doors and windows must be avoided.

Illumination. Lighting. Task lights as required. Office lighting needed.

Power, Data, Audiovisual Communications. 4 duplex electric receptacles per workstation; 2 high speed multimedia data connections per workstation. Two telephone jacks (lines).

Security. Lockable door, drawers and cabinets, desks. Consider electronic key card system.

PROXIMITY TO:

The entrance to the workroom should be fairly direct from the main public area. Convenient access to the staff/delivery entrance.area is required. Easily accessible to the Circulation Desk and Staff Room.

SIGNAGE:

Door sign: "Library Processing"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 Work table to include at least the following:		
4	4 chairs, task	30.0	120
8	8 Staff workstations, each to have at least the following:	80.0	640
8	1 Desk with computer return		
8	1 Computer with monitor, keyboard, mouse		
8	1 Printer		
8	1 Task chair		
8	1 Book truck		
6	4 Single-faced shelving sections: 90"H x 36"W x 12"D: 7 shelves per section	11.0	66
1	1 Photocopy station to include at least the following:	40.0	40
1	1 Photocopy machine, stand-alone, color		
3	2 Recycling bins	5.0	15
1	1 Photocopy table for sorting and collating documents	20.0	20
1	1 Supply storage cabinet	20.0	20
12	12 Book trucks	8.0	96
1	1 Bulletin board	10.0	10
2	2 Telephones, wall-mounted		
1	1 Telephone answering machine for the library		
1	1 Electric wall clock		
2	2 Wastebaskets	3.0	6

Notes: ***** use double-faced sections where possible.

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1561
UNIT: **Staff Areas**		
NAME OF AREA: **Staff Work Area - Shipping/Delivery**	AREA **NET** ASF:	**135**

ACTIVITIES

Staff receive deliveries from other libraries here, sort materials and mail, send materials out from the library to other libraries in the system. Major activities include receipt and sorting of deliveries and mail, staff mail sorting. The Staff entrance door is located off the delivery area. It will be used by library staff.

OCCUPANCY: *Public:*   *Staff* 2   *Daily Uses* 20

 Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

This area is part of the Staff Area, but it must be separated from the back entrance with a draft-resistant door or other mechanism so that drafts from the open dock door do not get into the entire staff area.

Utilitarian space, well-designed for moving materials quickly and efficiently in and out of the building. Must be able to handle booktrucks, dollies. Outside door - small loading, unloading platform.

A doorbell or buzzer connected to the intercom needs to be near the back (delivery) door for summoning staff when the library is closed or staff are needed to come to the delivery area.

Shelving. Industrial, for receipt of materials, supplies and sorting.

Power, Data, Audio Visual Communications. This area should be gridded for data, even though there is no apparent need for it at this time. We can expect that shipping and mail activities as well as ILL activities could be processed by computer or portable computer in the near future, and this area should be able to handle network access without major building changes. Door bell and alarm.

Finishes. *Floor*: concrete. *Walls*: painted. *Ceiling*: painted.

Access for the Disabled. Staff entry door accessible.

Security. All doors, drawers, cabinets lockable. Consider electronic key card system.

PROXIMITY TO:

Convenient access to the staff/delivery entrance is required.
Adjacent to, or part of the staff workroom.
Shipping and delivery close to the staff work area - processing where deliveries are processed.

SIGNAGE:

Door sign: "Staff Entrance". Exterior sign: "To Loading Dock"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Shipping table for sorting/packaging materials (4' x 6' x 39"H)	40.0	40
5	Sections of SF shelving for receipt of material, supplies and sorting	11.0	55
2	2 recycle bins	5.0	10
1	Mail receiving station (counter and mailboxes)	30.0	30
10	Staff mailboxes on counter (4' x 6'), 15 mail slots		
1	1 Small loading platform outside the door		
1	Staff entry door		
1	Pick up and drop-off area for boxes and flat trucks		
1	Telephone instrument, wall-mounted		

Electric / Data / Audio Visual Communications

1	Door bell and alarm		
2	High speed multimedia data connections for the future		
	Duplex electric receptacles (number to be determined)		
1	Telephone line (voice) outlet		

ACTIVITIES

The function of this space is to store library supplies and equipment, to store equipment and furniture that is waiting for repair, and to store extra building materials (carpeting, tiles, etc), and extra shelves and pieces of the shelving system.

OCCUPANCY: *Public:*   *Staff*   *Daily Uses* once per day?

   Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The room should have open shelving for supplies and have some floor space for boxes that cannot fit on shelves.

Lighting. Lighting should be adequate to see onto the shelves for needed items. Natural light is not a requirement. This can be an interior room.

Finishes. *Walls*: utilitarian, paint finish should be durable and able to withstand bumps and nicks from boxes and supplies. *Flooring*: Vinyl, no carpeting needed.

Shelving. Shelving should be of the standard adjustable cantalever type to allow for easy labelling and easily changable labels. Some slotted shelving of various sizes and forms are needed.

Security. The room must be lockable. Consider key card security system.

PROXIMITY TO:
Staff work area, delivery area.

SIGNAGE:
Door sign: "Staff Entrance"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Library Storage Room to contain at least the following:		
5	Industrial shelving, double-faced units	20.0	100
1	Floor space for storage of extra building materials	80.0	80
1	Floor space for storage of furniture needing repair.	30.0	30

ACTIVITIES

Private office for consultation and professional work for the City Librarian.

OCCUPANCY: *Public:* 0-1   *Staff* 1   *Daily Uses* All day on and off

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Professional in appearance. Inviting, with outside windows. Quiet.

Must be a private office with lockable door.

Lighting. Prefer natural lighting during the day. Task lighting at workstation/desk.

Fenestration. Natural light and views to the outside, if possible.

Visual Supervision. This area must have visibility to the public areas of the library.

Furnishings. The workstation/desk can be systems furniture.

Power, Data, Audio Visual Communications. Wall power and data, with at least one data outlet in the center of the room, if the workstation is not against a wall.

PROXIMITY TO:

Direct access to the circulation/reference desks, work room, and observation of the public services areas is required. Entrance to the office from the public areas of the library and from the staff areas must be possible. The public must be able to get to this office readily from the public areas of the library.

SIGNAGE:

Sign on door or wall next to door: Librarian and name; room number.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	City Librarian's Office	175.0	175
1	1 City Librarian's Workstation to include at least the following*:		
1	1 U-shaped director's furniture workstation		
	*with tackable surfaces and lockable drawers		
1	1 Printer		
1	1 Computer with monitor, keyboard, mouse, multifunctional		
1	1 Chair, swivel, casters,adjustable height, posture, executive		
1	1 Telephone instrument		
2	2 Visitor side chairs		
3	3 Shelving sections, single-faced, 90"H x 36"'W x 12"D, 7 Shelves per section		
1	1 Round table with		
2	2 Chairs with casters		
2	2 File cabinets, legal size, 4 drawers each, vertical		
1	1 Coat tree		
1	1 Wastebasket		
1	1 Electric wall clock		

Electric / Data / Audiovisual:

4	Duplex electric receptacles		
2	High speed multimedia data connections		
1	Telephone (voice) line connection		

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1572
UNIT: **Staff Areas**		
NAME OF AREA: **Staff Conference Room**	AREA **NET** ASF:	**236**

ACTIVITIES

Separate area for interviews, small staff meetings; private area for staff. This room will also serve as a place for special, temporary projects to be performed by volunteers and staff when it is not in use for meetings and conferences. It is also a place where staff will be able to go and handle private telephone calls and conferences, and to view special programs and training series through satellite links and VCR capabilities.

OCCUPANCY: *Public:* 0   *Staff* 0-6   *Daily Uses* 5 times per day average

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

The room should be businesslike in appearance and feel. Tackable wall surfaces are needed on at least one side.

Acoustics. The room should be acoustically sound so that sensitive and private conversations cannot be overheard outside the room when the door is closed.

Power and Data. Power, data and telecommunications capability to the tabletop is required. Provide network data connection access for computer use in the room; provide electrical outlets for VCR use which is easily accessible to a media cart. Set up the room to be able to accommodate a "smart" white board with computer plug-in. Videoconferencing capability.

PROXIMITY TO:

Adjacent to the city librarian's office.
Adjacent to the Staff work areas.

SIGNAGE:

"Conference Room"

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1572
UNIT: **Staff Areas**		
NAME OF AREA: **Staff Conference Room**	AREA **NET** ASF:	**236**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	1 Conference table to seat up to 6 people		
6	6 Chairs, conference, for table	30.0	180
1	1 White board on one wall for meetings and discussions, electronic	5.0	5
1	1 Flip chart easel	3.0	3
1	1 Coat rack / tree	5.0	5
1	1 Credenza	40.0	40
1	1 Telephone instrument		
1	1 Electric wall clock		
1	1 Wastebasket	3.0	3

Electric / Data / Audiovisual:

6	Duplex electric receptacles (mounted on the table)	
6	High speed multimedia data connections (mounted on the table)	
1	High speed multimedia data connection for the electronic white board	
1	Cable / satellite outlet	
1	Telephone (voice) connection outlet	

ACTIVITIES

The primary function of this space is a lounge area for staff and volunteers to take their rest periods and break and meal hours. The kitchenette will be used to heat and/or prepare light meals. This space will also provide storage space for staff and space for emergency and illness situations.

OCCUPANCY: *Public:* 0   *Staff* 9*   *Daily Uses* All day and evening when staff are in the library

 Notes *Includes volunteers.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Good light and ventilation with outside view; access to small enclosed patio would be nice. Kitchen facilities for meals. Attractively designed to be a comfortable place for breaks and meals. Good separation from public areas of the library is needed, for sound control, odor control (cooking odors can be a concern), and safety of the staff. Closeable door. Sufficient electrical outlets at counter and other heights for the equipment and furnishings. The space needs to be comfortable and light, a place conducive to relaxing.

HVAC. Provide adequate ventilation for cooking odors so that they do not waft into the staff and public areas of the building.

Finishes. *Floor*: Ceramic tile floor in the kitchenette. The remainder of the space can be carpeted. *Walls*: Kitchen walls: ceramic tiles. Design space for ease of maintenance, with finishes such as vinyl or tile flooring and washable wall coverings. *Ceiling*: painted.

Fenestration. Operable exterior windows.

Access for the Disabled. Accessible.

Illumination. Lighting. Lighting levels comfortable for relaxing, but sharp and clear for kitchenette.

PROXIMITY TO:

This area should be located conveniently to the staff work room and easily accessible from the main working service points and offices of the building. Lockers and the closet for staff should be located adjacent to the staff work room.
Adjacent to staff restroom. Not accessible to the public or directly from the staff entrance or loading dock.

SIGNAGE:

Room number. "Staff Lounge"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
10	Full-size staff lockers area	5.0	50
1	Kitchenette	40.0	40
1	Cupboards, lockable, above counter and sink, and in base counter.		
1	1 Paper towel dispenser		
1	1 Soap dispenser		
1	1 Microwave oven		
1	1 Stove/oven		
1	1 Refrigerator (full size)		
1	1 Small dish washer (efficiency size)		
1	1 Sink		
1	1 Garbage disposal machine (in sink)		
2	2 Tables for 4 people each		
8	4 Stackable chairs per table	30.0	240
1	Space for stackable chairs when not in use.	5.0	5
2	1 Lounge seat or couch	40.0	80
2	High speed data connections in lounge area		
1	1 Bulletin board	5.0	5
1	1 Telephone instrument		
1	1 Electric wall clock		
1	1 Wastebasket	3.0	3
3	3 Recycling bins	5.0	15

Electric / Data / Audio Visual:

6	Duplex electric receptacles on kitchenette counter		
4	Duplex electric receptacles in lounge area		
1	Telephone (voice) line connection		

ACTIVITIES

Unisex staff restroom, or two restrooms, one women's one men's, if codes do not allow a unisex restroom.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* Through the hours the staff are in the library.

  Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Mechanical (HVAC). Good ventilation needed.

Fenestration. Operable exterior windows.

Space Finishes. *Floor*: ceramic tile floor. *Walls*: ceramic tile. *Ceiling*: painted. Floor and walls must be easy to maintain.

PROXIMITY TO:

Should be readily accessible from and to the Staff Lounge without going through public areas of the library. In non-public area of the library. Good separation from public areas of the library.

SIGNAGE:

"In use" sign on door.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	<u>Mens and women's staff restroom (as required by code)</u> to contain at least the following:		
1	1 Toilet		
1	1 Towel dispenser		
1	1 Sink with cupboard above and below		
1	1 Supply cabinet for cleaning supplies, toilet paper, other supplies, lockable		
5	5 Shelves for personal items		
1	1 Wastebasket		

Electric / Data / Audio Visual

2	Duplex electric receptacles (2 per restroom)		

ACTIVITIES

Closet for library network and automation system equipment, electrical panels, fire alarm equipment, LAN/WAN equipment, security alarm equipment, telephone equipment, etc..

Provides housing of all functional equipment, in a locked, ventilated closet.

This is the "hub" room for all telecommunication lines, routers, system computers, and network physical items. Telecommunications include data lines, satellite uplink and downlink lead-ins, cable hookups.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* 3-5 times throughout the day

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Careful attention needs to be paid to the setup of this room so that cabling, routers and other equipment are laid out for complete and easy access to all equipment and cabling by authorized individuals. At or before the working drawings stage, the library's technology plan should be refined and detailed, electrical and network drawings developed for the delivery of telecommunications services to the building and for delivery throughout the building to staff and public areas.

Finishes. 3/4" plywood on walls, painted white. Strictly utilitarian.

Security. This must be a separate room with a lockable door.

Fenestration. No windows, except perhaps on the door.

Environmental conditions (HVAC). Needs to be well-ventilated.

Security. Staff only; lockable room.

Library systems staff, City of Lincoln staff, Sierra College staff, and WPUSD staff should be consulted for the details of this room. The information on these pages is provided as an example of what might be needed.

PROXIMITY TO:
Adjacent to staff workroom.

SIGNAGE:

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Telecommunications Room with: (*the following is a respresentative list, which* *will change and be refined as the technology plan for the new facility is* *refined.*	220.0	220

Library automated computer system equipment
Electrical panels
Fire alarm equipment
LAN/WAN equipment
Security alarm system equipment
Telephone equipment
Landscape sprinkler control panel if not located outside
Routers, bridges, etc.
Internet up/downlink
Satellite up/downlink
Cable up/downlink
Patch panels for cabling to stations

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1601
UNIT: **Friends of the Library Areas**		
NAME OF AREA: **Friends of the Library Processing Area**	AREA **NET** ASF:	**202**

ACTIVITIES

Office and storage space for the Friends of the Library and other volunteers.
The Friends group will have storage space for donated books to be stored and sorted.

The Friends of the Library review and process donated books and other materials for book sales. They sort donated books, price and box them in this space.

OCCUPANCY: *Public:*   *Staff* 2*   *Daily Uses* 3-5 times per day

 Notes *Volunteers

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Adequate space to move heavily loaded book trucks freely; good ventilation and light; noise control; temperature control; able to access this area when the library is closed without needing to go through the library; Secure area.

Fenestration. None**.**

Space finishes. *Floor*: resilient floor tile. *Walls*: painted. *Ceiling*: acoustical tile.

Access for the Disabled. Accessible.

Illumination. Lighting. Excellent lighting in the sorting and unboxing areas.

Security. Lockable Room.

PROXIMITY TO:

Easily accessible to/from the Friends Book Sale area off the Entrance Lobby of the Library. Adjacent to or easily accessible from the library delivery entrance.

SIGNAGE:

Friends of the Library Office

CLUSTER: **Library**	AREA DATA FORM NUMBER:	1601
UNIT: **Friends of the Library Areas**		
NAME OF AREA: **Friends of the Library Processing Area**	AREA **NET** ASF:	**202**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Friends of the Library processing area to contain at least the following:		
2	2 Book trucks	8.0	16
4	4 Units of moveable, rolling shelves (double-faced) for book sales and sorting	11.0	44
1	1 Large work table (for volunteers) for sorting (sturdy) and boxing	30.0	30
1	1 Floor space for boxes of donated books (10 stacked boxes)	25.0	25
4	4 Sections of industrial shelving	11.0	44
1	1 Bulletin board	5.0	5
1	1 Supply cabinet, lockable	20.0	20
2	2 Recycling bins	5.0	10
1	1 Hand truck	5.0	5
2	2 Chairs		
1	1 Tall stool		
1	Telephone instrument		
1	1 Electric wall clock		
1	1 Wastebasket	3.0	3

Electric / Data / Audio Visual:

4	Duplex electric receptacles in the office		
2	High speed data connections at work table (for the future)		
1	Telephone (voice) line connection		

CLUSTER: **Library**		
UNIT: **Community Library Multipurpose Center**	AREA DATA FORM NUMBER:	2000
NAME OF AREA: **Community Room Lobby**	AREA **NET** ASF:	**695**

ACTIVITIES

This space is located at the public entrance to the library building. It may be combined with the Library entrance Lobby. It will be a high traffic area with a high noise level at times. Individuals coming to and leaving the building will pass through this area. People may go to the Multipurpose Community Room, the Library, or the restrooms from the Entrance Lobby, or exit from the building to the outside from this space. This space is outside the library materials security gates. People may use the area for gathering while waiting for someone or for an event to take place in the Multipurpose Community Room. This space will be used by the Community Room for breakout-space during events, by the public as an informal space to relax and meet and converse with friends, as a place where the Friends might have its informal occasional book sales, and as a place where students can study in an informal setting during extended hours. This area will be open 24 hours a day. Snacks and drinks may be consumed here. At special times, a coffee cart with snacks may be set up here, e.g., during finals week.

OCCUPANCY: *Public:* 20 *Staff* 0 *Daily Uses* 500 - 1,000 individuals passing in and out daily

Notes The space will also be used by people waiting for the Community Room to open for events.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

It must be a welcoming first view of the library. The entrance makes a statement about the character and feeling of the library. Consider the placement of a unique work of art (sculpture, etc.), from a local artist, distinctive flooring or wall treatment, unique windows, and the creation of distinctive front doors.
Students and other members of the public will come to the entrance from different locations on campus and from the public library parking lot.

Floor Covering. Non-slippery ceramic tile floor surface. Provide a surface in the vestibule that will assist in the removal of dirt, grime, and moisture from the soles of shoes as persons enter the building.

Doors. This public entrance should have automatic double doors and easy access for pedestrians and the disabled. Automatic door "in-and-out" for wheelchair patrons and those carrying armfuls of books. Ensure that doors can be operated (opened, closed and locked) to the Community Room by the responsible user when used after the library's regular hours.

Acoustics. Sounds from the exterior of the building, such as traffic noise, must be dampened. Dampen noise from people walking and talking in the Lobby area. Acoustical ceiling tile.

Illumination. Lighting. Bright, cheerful, attractive. Directional lighting for exhibits, wall hangings.

Fenestration. Exterior windows with shades (electronic).

Space Finishes. *Floor*: carpeting or resilient floor tile. *Walls*: tackable surfaces and picture hanging moulding. *Ceiling*: acoustical tile.

Access for the Disabled. Accessible.

Security. All doors, drawers, cabinets in this area must be lockable.

PROXIMITY TO:

The Multipurpose Community Room should be directly accessible off this lobby area; public restrooms, should be located off this area, near the Community Room. Public parking must be close to the library entrance. People may go to the Community Room, the Library, the restrooms, or exit from the building to the outside from this space. Easily viewable and accessible from the parking lot, public transportation or shuttle stop, pedestrian and bicycle walkways, and from the main pathways from the community college and high school areas of the campus. Entry to Community Room, public restrooms, and the library proper is through this area, not from within the security gates in the Library.

SIGNAGE:

An attractive, large sign on the Library with its name (outside the library as well as inside the building lobby.)

CLUSTER: **Library**	AREA DATA FORM NUMBER:	2000
UNIT: **Community Library Multipurpose Center**		
NAME OF AREA: **Community Room Lobby**	AREA **NET** ASF:	**695**

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Community Room Lobby to contain at least:		
2	Spinner for donated paperbacks	25.0	50
1	Magazine display rack for donated magazines, mobile, locking casters	20.0	20
1	Newspaper rack, shelving unit, mobile, locking casters, donated newspapers	20.0	20
1	Coffee cart, on wheels, lockable	50.0	50
4	Lounge chairs	40.0	160
4	Side / coffee tables	20.0	80
3	Recycling bins	5.0	15
3	Tables, round, 4-person, each with:		
12	4 Chairs, heavy duty	25.0	300

ACTIVITIES

This room will be used by the library and the public for public meetings, speakers, films, programs, and special activities. The meeting room is for library programs and other library-sponsored activities:library sponsored public programs for adults, young adults, and children; public meetings, programs, and classes conducted by local organizations and institutions as well as by the Library; professional and public meetings, conferences, staff events, larger childrens story time and childrens crafts activities.

Provide capability for future teleconferencing, distance learning, and videoconferencing.

OCCUPANCY: *Public:* 0-80   *Staff* 1-2   *Daily Uses* 4-10 events per day, on average

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

A large open area. This area must be accessible when the library is closed, i.e., it will need to be able to be closed off from the rest of the library, for noise control and for after hours community use.

Epandability and Flexibility. The room should be divisible into two smaller spaces by means of an electronically operated, acoustically sound portable room divider, each space to be accessible from the Community Center Lobby.

Illumination. Lighting. A choice of lighting to spotlight speakers or performers or to light the audience for lectures. Lighting should be adjustable, dimmable.
Acoustics. Designed as a multi-use facility. Special acoustical design for all the types of activities.
Mechanical. HVAC. Separate thermostatic controls (from the rest of the library and building).
Plumbing. Plumbing for sink used for children's activities.
Fenestration. Large window/doors to the exterior. Blackout curtains and dimmable lighting for daytime audiovisual use.
Finishes. *Flooring*: carpeted. *Walls*: painted. *Ceiling*: acoustical tile.

Access for the Disabled. Accessible.

Security. Library security must be able to be maintained when meetings arre held during non-library hours. All drawers, doors, and cabinets in the space must be lockable. Consider electronic key card system.

Visual Supervision. Glass window in door(s) to the Meeting Room.

Power, Data, Audio Visual Communications. The floor should be gridded with computer, power and telecommunications jacks. Satellite, telecommunications up/downlinks; electronic and data cabling for presentations, audience participation.

PROXIMITY TO:

The Community Room must be near the entrance lobby to the building and adjacent to the Community Room Lobby. Direct access and after-hours accessibility to the library's public restrooms is required. Adjacent to public restrooms. Adjacent to the Community Room Lobby. Adjacent to the Storage Rooms for equipment and furniture used in the room.

SIGNAGE:

Clear signage to be able to locate the room without assistance. Door sign: "Community Meeting Room"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Community Meeting Room with at least the following:		
10	Folding tables (3' x 6')		
2	Folding table dollies		
80	80 Adult stacking chairs	15.0	1,200
4	Stacking chair dollies	10.0	40
1	Space at the front of the room for presenters	30.0	30
1	Lectern, electronic, with built in light controls, projection controls	20.0	20
2	White boards, large, one in each part of the divisible room, electronic	5.0	10
2	Large easels for presentations	5.0	10
1	Audio/visual equipment	20.0	20
1	Room divider (moveable wall), electrically operated, stored when not in use	100.0	100
1	Electrically operated screen from the ceiling		
1	Satellite, telecommunications up/downlinks		
1	Internet and other data access capabilities		
1	Lightweight sound system		
1	Blackout curtains for windows, electronically operated		
1	Electric wall clock		
2	Wastebaskets	3.0	6
1	Sink for cleaning up craft projects with small counter (for children's activities)	30.0	30

CLUSTER: **Library**	AREA DATA FORM NUMBER:	**2002**
UNIT: **Community Library Multipurpose Center**		
NAME OF AREA: **Kitchenette**	AREA **NET** ASF:	**80**

ACTIVITIES

This is a small kitchenette which serves the Community Meeting Room (which is also the main Activity/Storytelling Area.) This area will be used to prepare food for meeting room events and for the mobile coffee cart.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses*   5- 10   times per day, depending upon the number*

 Notes *of meetings and events with food features and when the food cart is in operation.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Utilitarian, easy to keep clean, accessible to the meeting room without breaching library security.
This will be a kitchenette with sink, cabinets and food preparation equipment.

Fenestration. Windows. None.

Space finishes. *Floor*: resilient floor tile. *Walls*: ceramic tile. *Ceiling*: acoustical tile. *Counter*: backsplash (either tile or other water resistant material) must be placed behind sink.

Access for the Disabled. Accessible.

Acoustics. Acoustical ceiling tile.

Environmental conditions (HVAC).

Illumination. Lighting. Bright lighting for safety in the kitchen.

Security. The kitchenette is outside the library's security gates, but is restricted access.

Security. All drawers, cabinets, doors must be lockable.

PROXIMITY TO:

Adjacent to the Multipurpose Room. When the MPRoom is having events in both sides of its space, the kitchenett must be accessible to both sides of the space without having to go through the event taking place in the other part of the room.

SIGNAGE:

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Kitchenette, with lockable cabinets and cupboards and the following:	80.0	80
1	Refrigerator/freezer (small)		
1	Sink, deep		
1	Microwave oven with exhaust vents		
1	Range top / oven with exhaust vents		
1	Locked storage (for dishes, utensils, equipment)		
1	Working counter with hard, easy to clean surface with:		
	Lockable cabinets and cupboards above and below the counter		
1	Dishwasher under counter, lockable		
1	Coffee cart on wheels		
1	Telephone instrument, wall-mounted		
1	Coffeemaker		

Electric / Data / Audio Visual:
Heavy duty electrical receptacles for applicances

| 1 | Telephone (voice) line | | |

ACTIVITIES

This storage closet is a lockable room to be used primarily for storage of audio/video equipment, equipment carts, extension cords and wires, (when not in use for an event). The space must be separate from the storage of furniture used in the Meeting room as this equipment may not be accessible to all users of the room, whereas the furniture storage area will most likely be accessible to most users of the room.

People will come to the room to move equipment to be used in the meeting room to the room and to put it back when use is completed.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* 5 times per day, on average

   Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Doors. Large, wide doors to wheel equipment in and out easily and safely.

Fenestration. None.

Space finishes. Utilitarian. *Floor*: resilient floor tile. *Walls*: painted. *Ceiling*: acoustical tile.

Access for the Disabled. Accessible.

Acoustics. Insulated against producing noise that can be heard in the Library. Equipment banging against walls should not be heard in the Community Room.

Environmental conditions (HVAC). Adequate for equipment maintenance.

Illumination. Lighting. Closet lighting, direct, for seeing equipment and small devices.

Security. The door should be lockable, on electronic key card system, if possible.

PROXIMITY TO:

Adjacent to or in close proximity to the Community Meeting Room. One should not have to go through the Meeting Room to get to this closet, since when the room is divided in two, the closet needs to be accessible to both areas of the room.

SIGNAGE:

Door sign: "Storage"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Storage closet, lockable, for equipment	80.0	80
3	Shelving sections (3 sections of SF shelving, 90"H x 3'W x 24"D), anchored to the wall		
3	Audio Visual Equipment		
5	Media Carts		
1	Slide projector		
1	Video equipment (VCR and large monitor) (for children's programs)		

Electric / Data / Audio Visual:

| 2 | Electrical receptacles, at least 2 | | |

ACTIVITIES

This storage closet is a lockable room to be used primarily for storage of furniture used in the Community Meeting Room. stacking chairs on dollys, folding tables on dollys, podiums, flip chart easels, coat rack (when not in use for an event).

Furniture will be moved in and out of this space whenever an event needs the furnishings. The room will be set up before events and taken down and stored after events.

Ease of access from this room to the Meeting Room is important.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* 5-10 times per day, on average, and out.

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Storage area with some industrial shelving. Mostly floor space for holding materials. It must be easy and possible to move furnishings in and out of this space without damaging walls. A ladder, used for reaching difficult areas of the building for changing light bulbs, etc., is kept here for maintenance staff.

Lighting. Storage area lighting adequate to its purpose.

Finishes. *Floor.* concrete slab coating, no carpeting. *Walls*: paint that wears well and will hold up to the nicks and beatings of equipment knocking against walls and surfaces. *Ceiling*: acoustical tile.

Doors. Large, wide doors, or double doors, to wheel furniture in and out easily.

Fenestration. No need for natural lighting. This can be an interior room with no windows.

Acoustics. Insulated against producing noise that can be heard in the library.

Access for the Disabled. Accessible.

Security. The door must be lockable; consider electronic key card system.

PROXIMITY TO:

Adjacent to the Community Meeting Room. Accessible from both spaces in the Meeting Room when both are being used.

SIGNAGE:

Door sign "Storage"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Storage Closet for Furniture used in the Community Room	200.0	200
1	Space to store chair and table dollies when full		
	Storage of tables when not in use		
2	Coat racks for 30 each (mobile to be moved to Community room when needed)		
5	Activity tables, each 6 feet long, with folding leafs		
1	Set of portable risers to handle 30 children at a time		
1	White board, mobile		
1	Flip chart easel		

Electric / Data / Audio Visual:

4	Electrical receptacles (or as required)	

ACTIVITIES

This is a public restroom. It provides convenient and necessary toilet and washing facilities to the public.

Note: This space is categorized as non-assignable space.

OCCUPANCY: *Public:* 1-4 each   *Staff*   *Daily Uses* All day, including when the Community room is*

Notes in use.

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Each restroom should have a changing table and smaller / lower facilities for children and persons in wheelchairs. Changing table needs to be accessible when the toilet is occupied. The men's public restroom should be numbered and outfitted as required by codes.

Mechanical (HVAC). Good ventilation.

Fenestration. None. No need for natural lighting. This can be an interior space with no windows.

Space Finishes. *Floor*: ceramic tile floor. *Walls*: ceramic tile. *Ceiling*: painted. Floor and walls must be easy to maintain.

Illumination. Lighting.   Adequate to the function of the space.

Finishes. *Floor*. concrete slab coating, no carpeting. *Walls*: paint that wears well and will hold up to the nicks and beatings of equipment knocking against walls and surfaces. *Ceiling*: acoustical tile.

Acoustics. Insulated against producing noise that can be heard in the rest of the building.

Access for the Disabled. Accessible.

Security. The door must be lockable (for emergencies, maintenance, etc.)

Visual Supervision. The entrance to the restroom should be visible from a staffed area of the building, if possible.

PROXIMITY TO:

Near the Community Room. Near the library's entrance. Easily accessible from inside the library.
The entrance to the restroom should be visible from a staffed area of the building, if possible.

SIGNAGE:

Standard international symbol signs and English signs.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	<u>Public Men's Restroom</u> to have at least the following:		
1	A single shelf, reachable by youngsters as well as adults, for temporary storage of bags, and other personal belongings		
1	Toilet, scaled for smaller child, stall in each restroom		
1	Sink, mirror at lower heights for child or person in wheelchair		
1	Diaper changing table with a security lip to prevent child from rolling off		
1	Toilet		
1	Wash basin		
1	Paper towel dispenser and/or		
1	Hand dryer		
1	Soap dispenser		
2	Toilet paper dispensers		
1	Waste receptacle		

Electric / Data / Audio Visual:
Adequate electric receptacle (for running maintenance equipment)

ACTIVITIES

This is a public restroom. It provides convenient and necessary toilet and washing facilities to the public.

Note: This space is categorized as non-assignable space.

OCCUPANCY: *Public:* 1-4 each   *Staff*   *Daily Uses* All day, including when the community room is open

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Each restroom should have a changing table and smaller / lower facilities for children and persons in wheelchairs. Changing table needs to be accessible when the toilet is occupied. The men's public restroom should be numbered and outfitted as required by codes.

Mechanical (HVAC). Good ventilation.

Fenestration. None. No need for natural lighting. This can be an interior space with no windows.

Space Finishes. *Floor*: ceramic tile floor. *Walls*: ceramic tile. *Ceiling*: painted. Floor and walls must be easy to maintain.

Illumination. Lighting.   Adequate to the function of the space.

Finishes. *Floor*. concrete slab coating, no carpeting. *Walls*: paint that wears well and will hold up to the nicks and beatings of equipment knocking against walls and surfaces. *Ceiling*: acoustical tile.

Acoustics. Insulated against producing noise that can be heard in the rest of the building.

Access for the Disabled. Accessible.

Security. The door must be lockable (for emergencies, maintenance, etc.)

Visual Supervision. The entrance to the restroom should be visible from a staffed area of the building, if possible.

PROXIMITY TO:

Near the Community Room. Near the library's entrance. Easily accessible from inside the library.
The entrance to the restroom should be visible from a staffed area of the building, if possible.

SIGNAGE:

Standard international symbol signs and English signs.

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	*The Women's Restroom should contain at least the following:*		
2	Toilets		
1	Diaper changing table with a security lip to prevent child from rolling off		
1	Wash basin		
1	Paper towel dispenser		
1	Hand dryer		
1	Soap dispenser		
2	Toilet paper dispensers		
1	Waste receptacle		
2	Sanitary napkin disposal containers		
1	Shelf, at least 12 inches deep: each restroom should have a single shelf, reachable by youngsters as well as adults		

Note: This space is part of unassignable space

Electric / Data / Audio Visual:
Electric receptacles as required

ACTIVITIES

The building mechanical equipment is located here.

Note: This space is categorized as non-assignable space.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* As needed

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Fenestration. None.

Space finishes. Utilitarian

Access for the Disabled. Accessible.

Acoustics. The noise from mechanical equipment should not disturb users and staff in the library.

Environmental conditions (HVAC). Ventilation

Illumination. Lighting. Adequate to the functions in the space.

Security. Door should be lockable and secure.

PROXIMITY TO:

Preferably located outside the building, but if necessary to be inside the building put it where it will not disturb users and workers. If it is on the roof, it should not be placed over the book collection or over expensive computers as the roof may leak and cause damage to collections and equipment.

SIGNAGE:

Door sign: "Mechanical Room"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Mechanical equipment room:		
1	The contents of this room will be determined by the mechanical engineers on the project.		

ACTIVITIES

The custodial closets are where the custodial staff keep their supplies and equipment used to maintain and clean the building. The space will provide for the storage of internal cleaning and consumable supplies and mop and vacuuming equipment. It is primarily used to store custodial supplies and equipment.

The custodian uses this space to store supplies, wash mops, and keep janitorial supplies needed to provide janitorial service to the library.

Note: This space is categorized as non-assignable space.

OCCUPANCY: *Public:* 0   *Staff* 0   *Daily Uses* two times per day, on average.

Notes

MAJOR DESIGN FEATURES AND AMBIANCE OF AREA, SPECIAL REQUIREMENTS

Utilitarian, easy to keep clean. Small room with shelving for supplies, a janitorial sink for mopping, and some storage for equipment like vacuum cleaner, mops, bucket, dust cloths. Doors to the closet should be wide enough and easy to open and close to be able to get equipment in and out easily, with a minimum of noise and disruption to activities going on near the room.

Fixtures. Janitorial sink, foot level, with drain and 6-inch sides for filling buckets and cleaning mops.

Doors. Lockable doors.

Fenestration. Windows. None.

Space Finishes. *Floor*: ceramic tile. *Walls*: ceramic tile. *Ceiling*: painted.

Access for the Disabled. Accessible.

Illumination. Lighting. Light switch to turn off automatically when the space is not in use.

Security. All doors, drawers, cabinets must be lockable. Consider as part of an electronic key card system.

PROXIMITY TO:

Near the mechanical room and the delivery entrance to the library. Easily accessible to the public areas of the library.

SIGNAGE:

Door sign "Custodial"

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

QTY	ITEM DESCRIPTION	SF/Unit	ASF
1	Janitor's Closet to contain at least the following:	30.0	30
2	Industrial shelving, 2 single-faced sections, 3'W x80"H x 24"D		
	6 shelves per section		
	Mop sink, janitorial, foot level, with drain and 6 inch sides.		
	Floor space for vacuum cleaner, other floor equipment		
	Wall holders for mops, brooms, window cleaners		
	Cleaning buckets, mop buckets		
	Industrial vacuum cleaner		
	Floor waxer (if the building has floors that require this)		

Electric / Data / Audio Visual:
Convenient electrical receptacles throughout the building and in this space

7.   Preliminary Project Budget

The following is a preliminary outlay project budget for the new Public Library at Twelve Bridges construction project.

New Construction	$9,768,137
Contingency	$829,397
Appraised value of land	$1,350,000
Site Development	$1,019,921
Site permits and fees	$560,000
Furnishings and Equipment Costs	$1,500,000
Signage	$38,000
Architectural and Engineering Costs	$812,205
Construction Cost Estimator Fees	$42,500
Interior Designer Fees	$175,000
Geotechnical / Geohazard Reports	$12,500
Construction Project Management	$703,045
TOTAL	$16,810,705

City of Lincoln
Western Placer Unified School District
Sierra College

THE PUBLIC LIBRARY AT TWELVE BRIDGES

BUILDING PROGRAM

Appendices

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APPENDIX A

MASTER LIST OF FURNISHINGS AND EQUIPMENT

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
Library Entrance (Outside Security Gates)								
101	Library Entrance Lobby	1	1 Set of electronic security (book/materials theft detection) gates	70	S	BTS	O	
101	Library Entrance Lobby	10	1 Library directory exhibit (Kiosk/touch screen display unit also in Braille?)	30	P	CO	I	
101	Library Entrance Lobby	11	3 Community bulletin board with see-through, lockable covers, 3 cases, 3' x 5'	5				
101	Library Entrance Lobby	11.1	For community, college, and high school announcements and notices					
101	Library Entrance Lobby	15	1 Pamphlet distribution alcove: to be carefully designed with staff and to include	50				
101	Library Entrance Lobby	15.1	at least the following:					
101	Library Entrance Lobby	15.2	5 5 Literature display racks for giveaways and pamphlets,					
101	Library Entrance Lobby	15.3	1 1 Lockable storage unit for extra copies of literature					
101	Library Entrance Lobby	16	1 Display window exhibit for Friends of the Library Groups use	10				
101	Library Entrance Lobby	17	3 Book and media return chutes, wall-mounted, dropping into circulation workroom	10	P	OE	O	
101	Library Entrance Lobby	30	1 Donor recognition (plaques, other possibilities)	10				
101	Library Entrance Lobby	30	2 Public telephones (one regular height, one handicap / child height)	20	P	T	O	
101	Library Entrance Lobby	31	2 Drinking fountains, handicapped-accessible, by codes	25	P	OE	O	
101	Library Entrance Lobby	50	3 Fireproof trash receptacles	5				
Library Lobby								
205	Express Lookup	2	2 2 Computer Stations, for standing use, quick lookups, each with at least the	30				
205	Express Lookup	2.01	following:					
205	Express Lookup	2.1	2 1 Computer table or counter with useable shelf underneath for belongings					
205	Express Lookup	2.2	2 1 Computer with monitor, mouse, keyboard. heavy duty		P	C	I	
205	Express Lookup	2.3	2 1 Receipt printer		P	P	O	
205	Express Lookup	2.4	2 1 Small box with scratch paper for jotting notes					
205	Express Lookup	3	2 2 Computer Stations, for standing use, wheelchair height, each with at least the	30				
205	Express Lookup	3.01	following:					
205	Express Lookup	3.1	2 1 Computer table or counter with useable shelf underneath for belongings					
205	Express Lookup	3.2	2 1 Computer with monitor, mouse, keyboard		P	C	I	
205	Express Lookup	3.3	2 1 Receipt printer		P	P	O	
205	Express Lookup	3.4	2 1 Small box with scratch paper for jotting notes					
206	Express CheckOut	1	4 4 Self-Checkout computer stations*, each station to include at least the	40				
206	Express CheckOut	1.01	following:					
206	Express CheckOut	1.1	4 1 Table for Self-Check equipment					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
206	Express CheckOut	1.2	4	1 Self-Check computer and related equipment		P	SC	O	
206	Express CheckOut	2	10	10 Queueing space for 10 people around the self-check stations	9				
206	Express CheckOut	3	1	1 Wastebasket	3				
206	Express CheckOut	5							
206	Express CheckOut	50		* *Note*: Each station will be able to handle print and media check-out					
206	Express CheckOut	50.1		At least 2 stations will be wheelchair accessible and at heights for children					
207	Express Holds Pickup	1	4	4 Single-faced shelving sections, 82""H x 12"D x 36"W, 6 shelves per section	11				XS
207	Express Holds Pickup	2	1	1 Book truck or staff use (not always in this area)	8	S	BT	O	

Circulation Services

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
301	Service (Circulation) Desk	1	1	1 Circulation service desk to include at least the following:					SP
301	Service (Circulation) Desk	2	3	3 Staff workstations, 1 at counter height, one at desk height, each with:	120				SW
301	Service (Circulation) Desk	2.1	3	1 Computer with light pens, mouse, monitor, barcode reader		S	C	I	
301	Service (Circulation) Desk	2.2	3	1 Task chair, 1 counter height, 2 desk height on casters					
301	Service (Circulation) Desk	2.3	3	1 Printer (Laser, black and white print)		S	P	O	
301	Service (Circulation) Desk	2.4	3	1 Telephone instrument		S	T	O	
301	Service (Circulation) Desk	2.5	1	2 Slots on the public side of the desk to include at least the following (desk module)*:					
301	Service (Circulation) Desk	2.51	1	1 Depressible Book Bin	20	S	OE	O	
301	Service (Circulation) Desk	2.52	1	1 Depressible Media Bin	20	S	OE	O	
301	Service (Circulation) Desk	2.53	2	* Slots must have space for RFID sensors used in inventory control		S	OE	O	
301	Service (Circulation) Desk	6	1	1 Staff work counter behind desk, but directly accessible to the desk, to include:	40				SW
301	Service (Circulation) Desk	6.1	2	1 Cash Register on work counter		S	OE	O	
301	Service (Circulation) Desk	6.2	1	1 Fax machine for staff use		S	F	O	
301	Service (Circulation) Desk	8	10	10 Single-faced shelving sections: 90"H x 36"W x 12"D, 7 shelves per section*	11				XS
301	Service (Circulation) Desk	8.1		* For course reserves, holds, materials to be processed, etc.					
301	Service (Circulation) Desk	10	4	4 Book trucks behind the desk for handling returns and holds	8	S	BT	O	
301	Service (Circulation) Desk	100	2	2 Wastebaskets behind and under the desk	3				
301	Service (Circulation) Desk	101	1	1 Electric Wall Clock		S	OE	O	
301	Service (Circulation) Desk	200	10	1 Queueing space in front of the desk / counter for 10 people	9				
302	Circulation Work Area	1	3	3 Staff workstations, each to include at least the following:	60				SW
302	Circulation Work Area	1.1	3	1 Desk with computer return					
302	Circulation Work Area	1.2	3	1 Task Chair with casters, ergonomic					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
302	Circulation Work Area	1.3	3	1 Computer with barcode reader, mouse, flat-screen monitor, keyboard*		S	C	I	
302	Circulation Work Area	1.31		* Capable of handling all circulation transactions and functions					
302	Circulation Work Area	1.4	3	1 Book truck		S	BT	O	
302	Circulation Work Area	1.5	3	1 Telephone instrument		S	T	O	
302	Circulation Work Area	1.6	3	1 Wastebasket	3				
302	Circulation Work Area	1.7	3	1 Side Chair on casters					
302	Circulation Work Area	2	1	1 Worktable, large, with shelves above to include at least the following*:					
302	Circulation Work Area	2.01		* for volunteers, students assistants to peform circulation work					
302	Circulation Work Area	2.1	4	4 Task Chairs with casters, ergonomic	30				SW
302	Circulation Work Area	3	6	6 Single-faced shelving sections (90"H x 36"W x 12"D)	11				XS
302	Circulation Work Area	4	1	1 Supply cabinet, lockable	20				
302	Circulation Work Area	5	1	1 Storage cabinet, lockable for lost and found items	20				
302	Circulation Work Area	6	1	1 Coat rack, mobile, for staff coats and umbrellas (5 people)	20				
302	Circulation Work Area	7	1	1 Recycling bin for paper	5				
303	Returns Room	2	3	3 Return slots*, wall-mounted, from the building's exterior to the Returns Room:	5	P	OE	O	
303	Returns Room	2.1		*1 Return slot for adult materials, 1 for media, and 1 for children's books		P	OE	O	
303	Returns Room	2.11	1	1 Returns bin for catching and holding adult books	15	S	OE	O	
303	Returns Room	2.21	1	1 Returns bin for catching and holding media	15	S	OE	O	
303	Returns Room	2.31	1	1 Returns bin for catching and holding children's materials	15	S	OE	O	
303	Returns Room	3	3	3 Return slots, wall-mounted, from the Entrance Lobby to the Return's Room:	5	P	OE	O	
303	Returns Room	3.1	1	*1 Return slot for adult materials, 1 for media, and 1 for children's books					
303	Returns Room	3.2	1	1 Returns bin for catching and holding adult books	15				
303	Returns Room	3.3	1	1 Returns bin for catching and holding media	15				
303	Returns Room	3.4	1	1 Returns bin for catching and holding children's books	15				
303	Returns Room	5	6	RFID sensors built into each chute		S	OE	I	
303	Returns Room	6	1	Switching space to remove full bins and replace with empty bins	40				

Browsing Services

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
401	New Arrivals	1	11	Space for at least 11 people to be milling around the area, browsing	9				
402	Returns Sorting	1	15	8 Single-faced shelving units for sorting returns: 66"H x 36"W x 12"D:	11				XS
402	Returns Sorting	1.1		*5 shelves per section, wall-mounted, if possible.					XS
402	Returns Sorting	2	6	5 Book trucks	8	S	BT	O	

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
403	Thematic Collections and Displays	1	7 7 Single-faced shelving sections, 72"H x 36"W x 12"D:	11				XC
403	Thematic Collections and Displays	1.1	5 shelves per section, retail style, some media inserts for Videos,					
403	Thematic Collections and Displays	1.2	CDs, DVDs, and Audio Books					
403	Thematic Collections and Displays	2	1 1 Multimedia Kiosk to include at least the following:	60				
403	Thematic Collections and Displays	2.1	1 1 Touchscreen monitor, large enough for 2-3 people to watch		P	CP	O	
403	Thematic Collections and Displays	2.2	1 1 Multimedia Computer (within the Kiosk)		P	C	I	
403	Thematic Collections and Displays	2.3	1 1 Kiosk housing with locked storage at the bottom for supplies					
403	Thematic Collections and Displays	2.4	1 2 Heavy duty headsets for listening to presentation		P	AV	O	

Photocopy and Imaging Services

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
503	Photocopy Services Area	2	5 5 Photocopy machines (floor model) (approx. 60" x 30"), coin-op	40	P	PH	O	
503	Photocopy Services Area	3	1 1 Table or counter (26"x 4') for sorting documents, 37" high:*	25				
503	Photocopy Services Area	3.1	1 *Supply cabinets built-in, lockable, above & below table top					
503	Photocopy Services Area	5	1 1 Table or counter (about 30" x 30") for the:	20				
503	Photocopy Services Area	6	1 Coin-op telefacsimile machine (standing height) (or money-card op)		P	F	O	
503	Photocopy Services Area	7	1 1 Debit-card machine (wall-mounted)	5	P	OE	O	
503	Photocopy Services Area	8	1 1 Bill and coin change machine, wall-mounted	5	P	OE	O	
503	Photocopy Services Area	10	1 1 Bulletin board on the wall for announcements, directions	5				
503	Photocopy Services Area	11	2 2 Typewriter stations, each station to include at least the following:	30				E
503	Photocopy Services Area	11.1	2 1 Typing table					
503	Photocopy Services Area	11.2	2 1 Electric Typewriter		P	OE	O	
503	Photocopy Services Area	15	1 1 Electric wall clock		O	OE	O	
503	Photocopy Services Area	20	2 2 Recycling bins	5				
503	Photocopy Services Area	21	1 1 Wastebasket	3				

Reference / Information Commons

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
601	Reference Area	10	4 4 Tables for four persons each (4' x 6' in size), power, data, each table with:					
601	Reference Area	10.1	16 4 Chairs	25				T
601	Reference Area	12	30 30 Computer stations, each station to include at least the following:	36				
601	Reference Area	12.1	30 1 Computer table, mobile, with locking wheels					
601	Reference Area	12.2	30 1 Computer, networked, with flat-screen monitor, keyboard, mouse		P	C	I	
601	Reference Area	12.3	30 1 Chair, task					CP
601	Reference Area	13	1 1 Print Server Station to include at least the following:	30				

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item	Item	Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
601	Reference Area	13.1	1 1 Table for printers, mobile, lockable supply cabinet underneath table top					
601	Reference Area	13.2	1 1 Printer, laser, black and white		P	P	O	
601	Reference Area	13.21	1 1 Printers, laser, color		P	P	O	
601	Reference Area	14	1 1 Photocopy machine, stand-alone, coin-op	40	P	PH	O	
601	Reference Area	20	1 1 Atlas stand	35				
601	Reference Area	21	1 1 Dictionary stand	20				
601	Reference Area	30	10 1 Kick-step stools	5				
601	Reference Area	50	4 4 Wastebaskets	3				
601	Reference Area	51	1 1 Paper recycling bin	5				
602	Reference Desk	0.05	1 Reference Desk to include at least the following elements:					SP
602	Reference Desk	1	2 2 Workstations at counter height, each to include at least the following:	80				SW
602	Reference Desk	1.1	2 1 Computer with light pen, mouse, flat-screen monitor, keyboard		S	C	I	
602	Reference Desk	1.2	2 1 Telephone instrument		S	T	O	
602	Reference Desk	2	1 1 Workstation at desk height (for children and wheelchairs), to include:	80				SW
602	Reference Desk	2.01	1 1 Reference Desk workstation desk					
602	Reference Desk	2.1	1 1 Computer with light pen, mouse, flat-screen monitor, keyboard					
602	Reference Desk	2.2	1 1 Telephone instrument		S	T	O	
602	Reference Desk	5	1 1 File cabinet (behind the desk), legal, 4-drawer	12				
602	Reference Desk	10	1 1 Island counter with special equipment for reference staff use, to include:	30				SW
602	Reference Desk	11	1 1 Printer (shared), behind the public desk		S	P	I	
602	Reference Desk	12	1 1 Fax machine for reference use		S	F	I	
602	Reference Desk	13	1 1 Scanner for reference staff use		S	CP	I	
602	Reference Desk	50	10 Queueing space in front of the counter (public space) for at least 10 people	9				
602	Reference Desk	98	1 1 Paper recycling bin	5				
602	Reference Desk	99	3 3 Wastebaskets	3				

Periodicals Area

ADF #	Name of Area	Assoc Item	Item	Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
701	Periodicals and Newspapers	1	3 3 Reading tables: 4-person, 4' x 6' at least, each table to include:					
701	Periodicals and Newspapers	1.1	12 4 Chairs	25				T
701	Periodicals and Newspapers	1.2	4 power and 4 data connections at each table					
701	Periodicals and Newspapers	2	10 10 Lounge chairs	40				L
701	Periodicals and Newspapers	3	2 2 Computer workstations, standing height, each workstation to include at least:	30				

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
701	Periodicals and Newspapers	3.1	2	1 Computer table, mobile with locking wheels					
701	Periodicals and Newspapers	3.2	2	1 Computer, networked, with monitor, keyboard, mouse		P	C	I	
701	Periodicals and Newspapers	4	1 1	Photocopy machine, stand-alone, coin-op (or card-op)	40	P	PH	O	
701	Periodicals and Newspapers	50	1 1	Wastebasket	3				
701	Periodicals and Newspapers	100							
701	Periodicals and Newspapers	101		*Notes:					
701	Periodicals and Newspapers	102		* Display shelving with 1 year or less of back issues stored underneath the					
701	Periodicals and Newspapers	102.1		* display shelf					
	Adult Services								
801	Collections and Seating	1	6 6	Tables (four-person), 4' x 6', each table to include:					
801	Collections and Seating	1.1	24	4 Chairs	25				T
801	Collections and Seating	1.2		*Each table to have 4 power outlets and 4 data jacks					
801	Collections and Seating	2	10 10	Study Carrels, each carrel to have at least the following:	36				
801	Collections and Seating	2.1	10	1 Chair					C
801	Collections and Seating	2.2		*Each carrel to have 2 power outlets and 1 data jack					
801	Collections and Seating	3	4 4	Electronic workstations, standing height, each to have the following:	30				
801	Collections and Seating	3.1	4	1 Stand or counter for computer					
801	Collections and Seating	3.2	4	1 Computer with keyboard, monitor, mouse		P	C	I	
801	Collections and Seating	4	6 6	Lounge seats	40				L
801	Collections and Seating	10	20 20	Kick-step stools	3				
801	Collections and Seating	50	20 20	Wastebaskets	3				
801	Collections and Seating	99							
801	Collections and Seating	100		Notes:					XC
801	Collections and Seating	101		* Shelving: Use double-faced sections where possible.					XC
805	Group Study Rooms (3 rooms @ 4	2	3 3	Group Study Rooms, each room to have at least the following:					
805	Group Study Rooms (3 rooms @ 4	2.1	3	1 Study table (4 x 6)					
805	Group Study Rooms (3 rooms @ 4	2.2	12	4 Chairs at table	30				G
805	Group Study Rooms (3 rooms @ 4	2.3	3	1 White board	5				
805	Group Study Rooms (3 rooms @ 4	2.4	3	1 Wastebasket	3				
806	Group Study Room (1 room @ 6	2	1 1	Group Study Room with at least the following:					
806	Group Study Room (1 room @ 6	2.1	1	1 Study table (4 x 8) with power and data management					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
806	Group Study Room (1 room @ 6	2.2	6	6 Chairs at table	30				G
806	Group Study Room (1 room @ 6	2.3	1	1 Large White board (4' x 10')	10				
806	Group Study Room (1 room @ 6	2.4	1	1 Wastebasket	3				
807	Tutoring Rooms (2 @ 4 seats each)	1	2	2 Tutoring Rooms, each with at least the following:					
807	Tutoring Rooms (2 @ 4 seats each)	1.1	4	2 Tables for two, modular, each table to have:					
807	Tutoring Rooms (2 @ 4 seats each)	1.2	8	2 Chairs	30				G
807	Tutoring Rooms (2 @ 4 seats each)	1.3	2	1 Whiteboard	5				
807	Tutoring Rooms (2 @ 4 seats each)	20	2	1 Wastebasket	3				
807	Tutoring Rooms (2 @ 4 seats each)	99							
807	Tutoring Rooms (2 @ 4 seats each)	100		* Note: Each room to have electrical and data hookups for laptops and other					
807	Tutoring Rooms (2 @ 4 seats each)	100.1		equipment					

Media Services

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
902	Media Viewing and Listening	1	15	15 Audio Visual carrels, each to include at least:	45				
902	Media Viewing and Listening	1.1	15	1 Media carrel, large, for media equipment					
902	Media Viewing and Listening	1.2	15	1 Chair for using the media carrels and equipment					AV
902	Media Viewing and Listening	1.3	15	1 Multi-function AV equipment: VCR, monitor, CD, audio cassette player		P	AV	O	
902	Media Viewing and Listening	1.4	15	1 Set of headphones for use with AV equipment		P	AV	O	
902	Media Viewing and Listening	2	10	10 Listening stations for CD and audio cassettes listening, standup, to contain	30				
902	Media Viewing and Listening	2.1	10	1 CD/Audio cassette player with headphones		P	AV	O	
902	Media Viewing and Listening	2.2	10	1 Standing height counter/carrel					
903	Media Screening Room	1	1	1 AV equipment cabinet, lockable, to include at least the following:	30				
903	Media Screening Room	1.1	1	1 VCR Player		P	AV	O	
903	Media Screening Room	1.2	1	1 Audio cassette player		P	AV	O	
903	Media Screening Room	1.3	1	1 CD player		P	AV	O	
903	Media Screening Room	1.4	1	1 DVD player		P	AV	O	
903	Media Screening Room	1.5	1	1 Large TV monitor for showing videos		P	AV	O	
903	Media Screening Room	1.6	1	1 Large digital display/ overhead projector/ monitor for projecting DVDs		P	AV	O	
903	Media Screening Room	1.61		overhead transparencies, and multimedia and data from a computer					
903	Media Screening Room	2	1	6 modular tables, together capable of seating up to 16 people:					
903	Media Screening Room	2.1	17	16 chairs, easy to move around the room as needed, but comfortable	25				AVG

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
	Young Adult Services							
1001	Young Adult Area	1	2 2 Tables, four-person, 4' x 6', each table to include:					
1001	Young Adult Area	1.1	16 4 Chairs	25				T
1001	Young Adult Area	2	4 4 Study carrels, e-ready, each carrel to include at least the following:	36				
1001	Young Adult Area	2.1	4 1 Chair					C
1001	Young Adult Area	3	1 1 AV Bar, counter height, with plug-in jacks		P	AV	O	
1001	Young Adult Area	3.1	6 6 Bar stools	20				AV
1001	Young Adult Area	4	6 6 Computer stations, sitting height, each station to include at least the following:	40				
1001	Young Adult Area	4.1	6 1 Computer with monitor, keyboard, mouse		P	C	I	
1001	Young Adult Area	4.2	6 1 Chair, task, on wheels					CP
1001	Young Adult Area	4.3	6 1 Computer tables, mobile					CP
1001	Young Adult Area	50	1 1 Wastebasket	3				
1001	Young Adult Area	99						
1001	Young Adult Area	100	* *Notes:*					
1001	Young Adult Area	101	* Display shelving with most recent back issues shelved beneath each					XC
1001	Young Adult Area	101.1	display shelf					XC
	Learning Center							
1103	Homework Center	3	8 8 Tables (4' x 6'), 4-person, each to include:					
1103	Homework Center	3.1	32 4 Chairs	25				T
1103	Homework Center	3.2	12 12 Study carrels, individual, with privacy panels	36				C
1103	Homework Center	4	1 1 Staff workstation to include at least the following:	60				SW
1103	Homework Center	4.1	1 1 Computer with mouse, keyboard, monitor		S	C	I	
1103	Homework Center	4.2	1 1 Chair, task					
1103	Homework Center	4.3	1 1 Printer		S	P	O	
1103	Homework Center	6	2 2 Shelving sections, 90"H x 36"W x 12"D	11				XS
1103	Homework Center	7	1 1 Cabinet, lockable, for computer supplies and paper	30				
1103	Homework Center	8	4 4 Whiteboards, mobile, double-sided	5				
1103	Homework Center	9	1 1 Screen projection system, motorized, ceiling	10	P	AV	I	
1103	Homework Center	10	4 4 Bulletin boards, wall-mounted	5				
1103	Homework Center	50	3 3 Wastebaskets	3				
1104	Computer Lab / Technology Center	1	30 30 Computer workstations, each with at least the following:	40				

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1104	Computer Lab / Technology Center	1.2	30	1 Chair					CP
1104	Computer Lab / Technology Center	1.3	30	1 Computer, monitor, keyboard, mouse		P	C	I	
1104	Computer Lab / Technology Center	2	1	1 Staff workstation / command center, lockable, to include at least the following:	60				SW
1104	Computer Lab / Technology Center	2.1	1	1 Desk with computer return, office system					
1104	Computer Lab / Technology Center	2.2	1	1 Computer for monitoring use of computers in the room		S	C	I	
1104	Computer Lab / Technology Center	2.3	1	1 Chair, ergonomic on casters					
1104	Computer Lab / Technology Center	5	1	1 Print server station to include at least the following:	60				
1104	Computer Lab / Technology Center	5.1	2	2 Laser printers on server		P	P	O	
1104	Computer Lab / Technology Center	5.2	1	1 Printer table					
1104	Computer Lab / Technology Center	5.3	1	1 Computer print server with mouse, keyboard, monitor		S	C	O	
1104	Computer Lab / Technology Center	6	1	1 Supply cabinet for printer and other supplies, lockable	20				
1104	Computer Lab / Technology Center	10	1	1 Wastebasket	3				
1104	Computer Lab / Technology Center	11	1	1 Recycling bin for paper	5				
1104	Computer Lab / Technology Center	50	1	1 Wall clock, electric		P	OE	O	
1104	Computer Lab / Technology Center	98							
1104	Computer Lab / Technology Center	99		*Power / Data / Audiovisual*:					
1104	Computer Lab / Technology Center	100	62	2 Duplex electrical receptacles per workstation					
1104	Computer Lab / Technology Center	101	3	3 Duplex electrical receptacles at the print server station					
1104	Computer Lab / Technology Center	102	31	High speed multimedia data connections (1 per station)					
1104	Computer Lab / Technology Center	103	1	High speed multimedia data connection (Print server station)					
1104	Computer Lab / Technology Center	104	1	Electrical outlet for the wall clock					

Children's Services

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1201	Children's Area	1	3	3 Tables (child or adult), 4' x 6', e-ready, each table to have:					
1201	Children's Area	1.1	12	4 Chairs	25				T
1201	Children's Area	2	2	2 Tables, child size, 36" x 72", e-ready, each table to have:					
1201	Children's Area	2.1	8	4 children's chairs at tables	20				T
1201	Children's Area	3	6	6 Soft seats, lounge chairs	30				L
1201	Children's Area	5	6	6 Computer stations, each with at least the following:	40				
1201	Children's Area	5.01	6	1 Computer table, on casters					
1201	Children's Area	5.1	6	1 Computer with monitor, keyboard, kid's trackball		P	C	I	
1201	Children's Area	5.2	6	1 Children's task chair					CP

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ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1201	Children's Area	5.3	3 3 Chairs, extra for double seating at computers	15				CP
1201	Children's Area	6	1 1 Children's Assistance Desk, service desk with side chair	80				SP
1201	Children's Area	6.2	1 1 Computer with monitor, keyboard, mouse		S	C	I	SW
1201	Children's Area	6.25	1 1 Printer		S	P	I	
1201	Children's Area	6.3	1 1 Telephone		S	T	O	
1201	Children's Area	6.4	1 1 Chair, side					
1201	Children's Area	6.5	1 1 Wastebasket	3				
1201	Children's Area	99						
1201	Children's Area	100	Note: * A shelf underneath the display shelf for back issues.					XC
1201	Children's Area	102	** use double faced sections where appropriate					XC
1210	Toddlers and Preschoolers Area	1	3 3 Tables (child), each table to have at least the following:					
1210	Toddlers and Preschoolers Area	1.1	12 4 Chairs, toddler size	15	P			T
1210	Toddlers and Preschoolers Area	3	1 1 Sofa/love seat large enough for parent and child	40				O
1210	Toddlers and Preschoolers Area	4	2 1 Display area for children's exhibits	20				
1210	Toddlers and Preschoolers Area	6	3 3 Toy storage cabinets, lockable, possibly seats with storage inside	20				
1210	Toddlers and Preschoolers Area	50	1 1 Wastebasket	3				
1210	Toddlers and Preschoolers Area	99						
1210	Toddlers and Preschoolers Area	100	*Electrical / Data / Audio Visual*:					
1210	Toddlers and Preschoolers Area	101	2 Duplex electrical receptacles (secured) at one of the tables					
1210	Toddlers and Preschoolers Area	102	2 High speed data connections in the exhibit area for use of technology					
1220	Children's Activity/Storytelling	10	1 1 Storage closet, lockable*	40				
1220	Children's Activity/Storytelling	10.1	*Storage for puppets, storytelling props:cabinets over counter)					
1220	Children's Activity/Storytelling	11	20 Risers or floor space for 20 children to study and read, hear stories	15				O
1230	Family Restroom / Toilet	1	1 Family Toilet with at least the following:					
1230	Family Restroom / Toilet	2	1 Wash basin, child's height					
1230	Family Restroom / Toilet	3	1 Paper towel dispenser					
1230	Family Restroom / Toilet	4	1 Toilet, child's height					
1230	Family Restroom / Toilet	5	1 Soap dispenser					
1230	Family Restroom / Toilet	6	2 Toilet paper dispensers					
1230	Family Restroom / Toilet	7	1 Waste receptacle					
1230	Family Restroom / Toilet	8	1 Shelf, reachable by small children and their accompanying adult, for temporary					
1230	Family Restroom / Toilet	8.1	storage / stowing of books, packages and purses					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1230	Family Restroom / Toilet	8.2	1 Diaper changing table with a security lip to prevent a child from rolling off					
1230	Family Restroom / Toilet	8.3	Other fixtures as codes require					
1230	Family Restroom / Toilet	50						
1230	Family Restroom / Toilet	51	*Note: This space is part of non-assignable space*					
	Staff Areas							
1501	Staff Work Area - Reference / ILL	1	4 4 Reference Librarian's off-desk workstations, each to include at least:*	80				SW
1501	Staff Work Area - Reference / ILL	1.2	1 1 Desk with computer return (modular office systems furniture)					
1501	Staff Work Area - Reference / ILL	1.3	1 1 Task chair for workstation					
1501	Staff Work Area - Reference / ILL	1.4	1 1 Computer with monitor, keyboard, mouse		S	C	I	
1501	Staff Work Area - Reference / ILL	1.5	1 1 Printer		P	P	I	
1501	Staff Work Area - Reference / ILL	1.6	1 1 Telephone instrument		S	T	O	
1501	Staff Work Area - Reference / ILL	3	1 1 Visitor/side seat					
1501	Staff Work Area - Reference / ILL	6	1 1 Interlibrary loan processing station to include at least the following:	60				SW
1501	Staff Work Area - Reference / ILL	6.1	1 1 Desk with computer return (modular office systems furniture)					
1501	Staff Work Area - Reference / ILL	6.2	1 1 Task chair					
1501	Staff Work Area - Reference / ILL	6.3	1 1 Computer with monitor, keyboard, mouse		S	C	I	
1501	Staff Work Area - Reference / ILL	6.4	1 1 Telephone instrument		S	T	O	
1501	Staff Work Area - Reference / ILL	6.5	1 1 Printer		S	P	O	
1501	Staff Work Area - Reference / ILL	6.6	1 1 Book truck		S	BT	O	
1501	Staff Work Area - Reference / ILL	10	4 4 Single-faced shelving sections, shared, 90"H x 36"W x 12"D*:	11				XS
1501	Staff Work Area - Reference / ILL	10.1	4 *7 shelves per section					XS
1501	Staff Work Area - Reference / ILL	20	1 1 Table-top photocopy/fax machine		S	MF	O	
1501	Staff Work Area - Reference / ILL	20.1	1 1 Table on which to place the photocopy/fax machine	20				
1501	Staff Work Area - Reference / ILL	30	1 1 Coat rack	5				
1501	Staff Work Area - Reference / ILL	50	1 Wastebasket	3				
1501	Staff Work Area - Reference / ILL	51	1 Electric wall clock		S	OE	O	
1560	Staff Work Area - Processing	1	1 1 Work table to include at least the following:					
1560	Staff Work Area - Processing	1.1	4 4 chairs, task	30				SW
1560	Staff Work Area - Processing	2	8 8 Staff workstations, each to have at least the following:	80				SW
1560	Staff Work Area - Processing	2.4	8 1 Desk with computer return					
1560	Staff Work Area - Processing	2.5	8 1 Computer with monitor, keyboard, mouse		S	C	I	

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item			Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1560	Staff Work Area - Processing	2.6	8	1 Printer		S	P	I	
1560	Staff Work Area - Processing	2.7	8	1 Task chair					
1560	Staff Work Area - Processing	2.8	8	1 Book truck		S	BT	O	
1560	Staff Work Area - Processing	6.1	6	4 Single-faced shelving sections: 90"H x 36"W x 12"D: 7 shelves per section	11				XS
1560	Staff Work Area - Processing	7	1	1 Photocopy station to include at least the following:	40				
1560	Staff Work Area - Processing	7.1	1	1 Photocopy machine, stand-alone, color		S	PH	O	
1560	Staff Work Area - Processing	7.2	3	2 Recycling bins	5				
1560	Staff Work Area - Processing	7.3	1	1 Photocopy table for sorting and collating documents	20				
1560	Staff Work Area - Processing	8	1	1 Supply storage cabinet	20				
1560	Staff Work Area - Processing	9	12	12 Book trucks	8	S	BT	O	
1560	Staff Work Area - Processing	10	1	1 Bulletin board	10				
1560	Staff Work Area - Processing	11	2	2 Telephones, wall-mounted		S	T	O	
1560	Staff Work Area - Processing	12	1	1 Telephone answering machine for the library		S	OE	O	
1560	Staff Work Area - Processing	15	1	1 Electric wall clock		S	OE	O	
1560	Staff Work Area - Processing	16	2	2 Wastebaskets	3				
1560	Staff Work Area - Processing	99							
1560	Staff Work Area - Processing	100		*Notes*: ***** use double-faced sections where possible.					
1561	Staff Work Area -	1		1 Shipping table for sorting/packaging materials (4' x 6' x 39"H)	40	S			SW
1561	Staff Work Area -	2		5 Sections of SF shelving for receipt of material, supplies and sorting	11				
1561	Staff Work Area -	3		2 2 recycle bins	5				
1561	Staff Work Area -	6		1 Mail receiving station (counter and mailboxes)	30	S			SW
1561	Staff Work Area -	6.1	10	Staff mailboxes on counter (4' x 6'), 15 mail slots					
1561	Staff Work Area -	10		1 1 Small loading platform outside the door					
1561	Staff Work Area -	12		1 Staff entry door					
1561	Staff Work Area -	13		1 Pick up and drop-off area for boxes and flat trucks					
1561	Staff Work Area -	14		1 Telephone instrument, wall-mounted		S	T	O	
1561	Staff Work Area -	50							
1561	Staff Work Area -	51		*Electric / Data / Audio Visual Communications*					
1561	Staff Work Area -	52		1 Door bell and alarm		S	OE	O	
1561	Staff Work Area -	53		2 High speed multimedia data connections for the future					
1561	Staff Work Area -	54		Duplex electric receptacles (number to be determined)					
1561	Staff Work Area -	55		1 Telephone line (voice) outlet					

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ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1562	Storage	0.5	1 Library Storage Room to contain at least the following:					
1562	Storage	1	5 Industrial shelving, double-faced units	20				XS
1562	Storage	2	1 Floor space for storage of extra building materials	80				
1562	Storage	3	1 Floor space for storage of furniture needing repair.	30				
1570	City Librarian's Office	0.05	1 City Librarian's Office	175				
1570	City Librarian's Office	1	1 1 City Librarian's Workstation to include at least the following*:					SW
1570	City Librarian's Office	1.01	1 1 U-shaped director's furniture workstation					
1570	City Librarian's Office	1.1	*with tackable surfaces and lockable drawers					
1570	City Librarian's Office	1.11	1 1 Printer		S	P	I	
1570	City Librarian's Office	1.2	1 1 Computer with monitor, keyboard, mouse, multifunctional		S	C	I	
1570	City Librarian's Office	1.3	1 1 Chair, swivel, casters,adjustable height, posture, executive					
1570	City Librarian's Office	1.4	1 1 Telephone instrument		S	T	O	
1570	City Librarian's Office	2	2 2 Visitor side chairs					
1570	City Librarian's Office	3	3 3 Shelving sections, single-faced, 90"H x 36"'W x 12"D, 7 Shelves per section					XS
1570	City Librarian's Office	5	1 1 Round table with					
1570	City Librarian's Office	5.1	2 2 Chairs with casters					
1570	City Librarian's Office	6	2 2 File cabinets, legal size, 4 drawers each, vertical					
1570	City Librarian's Office	11	1 1 Coat tree					
1570	City Librarian's Office	50	1 1 Wastebasket					
1570	City Librarian's Office	60	1 1 Electric wall clock		S	OE	O	
1570	City Librarian's Office	70						
1570	City Librarian's Office	71	*Electric / Data / Audiovisual:*					
1570	City Librarian's Office	72	4 Duplex electric receptacles					
1570	City Librarian's Office	73	2 High speed multimedia data connections					
1570	City Librarian's Office	74	1 Telephone (voice) line connection					
1572	Staff Conference Room	1	1 1 Conference table to seat up to 6 people					
1572	Staff Conference Room	1.1	6 6 Chairs, conference, for table	30				
1572	Staff Conference Room	2	1 1 White board on one wall for meetings and discussions, electronic	5				
1572	Staff Conference Room	3	1 1 Flip chart easel	3				
1572	Staff Conference Room	4	1 1 Coat rack / tree	5				
1572	Staff Conference Room	5	1 1 Credenza	40				
1572	Staff Conference Room	10	1 1 Telephone instrument		S	T	O	

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1572	Staff Conference Room	30	1 1 Electric wall clock		S	OE	O	
1572	Staff Conference Room	50	1 1 Wastebasket	3				
1572	Staff Conference Room	60						
1572	Staff Conference Room	61	*Electric / Data / Audiovisual*:					
1572	Staff Conference Room	62	6 Duplex electric receptacles (mounted on the table)					
1572	Staff Conference Room	63	6 High speed multimedia data connections (mounted on the table)					
1572	Staff Conference Room	64	1 High speed multimedia data connection for the electronic white board					
1572	Staff Conference Room	65	1 Cable / satellite outlet					
1572	Staff Conference Room	66	1 Telephone (voice) connection outlet					
1580	Staff Lounge	1	10 Full-size staff lockers area	5				
1580	Staff Lounge	2	1 Kitchenette	40				
1580	Staff Lounge	2.1	1 Cupboards, lockable, above counter and sink, and in base counter.					
1580	Staff Lounge	2.2	1 1 Paper towel dispenser					
1580	Staff Lounge	2.3	1 1 Soap dispenser					
1580	Staff Lounge	2.4	1 1 Microwave oven		S	K	O	
1580	Staff Lounge	2.5	1 1 Stove/oven		S	K	O	
1580	Staff Lounge	2.6	1 1 Refrigerator (full size)		S	K	O	
1580	Staff Lounge	2.7	1 1 Small dish washer (efficiency size)		S	K	O	
1580	Staff Lounge	2.8	1 1 Sink					
1580	Staff Lounge	2.9	1 1 Garbage disposal machine (in sink)		S	K	O	
1580	Staff Lounge	3	2 2 Tables for 4 people each					
1580	Staff Lounge	3.1	8 4 Stackable chairs per table	30				
1580	Staff Lounge	3.2	1 Space for stackable chairs when not in use.	5				
1580	Staff Lounge	4	2 1 Lounge seat or couch	40				
1580	Staff Lounge	4	2 High speed data connections in lounge area					
1580	Staff Lounge	8	1 1 Bulletin board	5				
1580	Staff Lounge	9	1 1 Telephone instrument		S	T	O	
1580	Staff Lounge	10	1 1 Electric wall clock		S	OE	O	
1580	Staff Lounge	50	1 1 Wastebasket	3				
1580	Staff Lounge	50.1	3 3 Recycling bins	5				
1580	Staff Lounge	59						
1580	Staff Lounge	60	*Electric / Data / Audio Visual*:					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1580	Staff Lounge	61	6 Duplex electric receptacles on kitchenette counter					
1580	Staff Lounge	62	4 Duplex electric receptacles in lounge area					
1580	Staff Lounge	63	1 Telephone (voice) line connection					
1590	Staff Restroom	0.5	1 Mens and women's staff restroom (as required by code) to contain at least the following:					
1590	Staff Restroom	1	1 1 Toilet					
1590	Staff Restroom	2	1 1 Towel dispenser					
1590	Staff Restroom	3	1 1 Sink with cupboard above and below					
1590	Staff Restroom	4	1 1 Supply cabinet for cleaning supplies, toilet paper, other supplies, lockable					
1590	Staff Restroom	5	5 5 Shelves for personal items					
1590	Staff Restroom	6	1 1 Wastebasket					
1590	Staff Restroom	50						
1590	Staff Restroom	51	*Electric / Data / Audio Visual*					
1590	Staff Restroom	52	2 Duplex electric receptacles (2 per restroom)					
1598	Telecommunications Room	1	1 Telecommunications Room with: (*the following is a respresentative list, which*	220	S	TEL	O	
1598	Telecommunications Room	1.1	*will change and be refined as the technology plan for the new facility is*					
1598	Telecommunications Room	1.2	*refined.*					
1598	Telecommunications Room	2	Library automated computer system equipment					
1598	Telecommunications Room	3	Electrical panels					
1598	Telecommunications Room	4	Fire alarm equipment					
1598	Telecommunications Room	5	LAN/WAN equipment					
1598	Telecommunications Room	6	Security alarm system equipment					
1598	Telecommunications Room	7	Telephone equipment					
1598	Telecommunications Room	8	Landscape sprinkler control panel if not located outside					
1598	Telecommunications Room	9	Routers, bridges, etc.					
1598	Telecommunications Room	10	Internet up/downlink					
1598	Telecommunications Room	11	Satellite up/downlink					
1598	Telecommunications Room	12	Cable up/downlink					
1598	Telecommunications Room	13	Patch panels for cabling to stations					

Friends of the Library Areas

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1601	Friends of the Library Processing	0.5	1 Friends of the Library processing area to contain at least the following:					
1601	Friends of the Library Processing	1	2 2 Book trucks					8

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
1601	Friends of the Library Processing	2	4 4 Units of moveable, rolling shelves (double-faced) for book sales and sorting	11				
1601	Friends of the Library Processing	3	1 1 Large work table (for volunteers) for sorting (sturdy) and boxing	30				
1601	Friends of the Library Processing	4	1 1 Floor space for boxes of donated books (10 stacked boxes)	25				
1601	Friends of the Library Processing	5	4 4 Sections of industrial shelving	11				
1601	Friends of the Library Processing	6	1 1 Bulletin board	5				
1601	Friends of the Library Processing	7	1 1 Supply cabinet, lockable	20				
1601	Friends of the Library Processing	8	2 2 Recycling bins	5				
1601	Friends of the Library Processing	9	1 1 Hand truck	5				
1601	Friends of the Library Processing	10	2 2 Chairs					
1601	Friends of the Library Processing	11	1 1 Tall stool					
1601	Friends of the Library Processing	12	1 Telephone instrument		O	T	O	
1601	Friends of the Library Processing	30	1 1 Electric wall clock		O	OE	O	
1601	Friends of the Library Processing	35	1 1 Wastebasket	3				
1601	Friends of the Library Processing	51						
1601	Friends of the Library Processing	52	*Electric / Data / Audio Visual:*					
1601	Friends of the Library Processing	53	4 Duplex electric receptacles in the office					
1601	Friends of the Library Processing	54	2 High speed data connections at work table (for the future)					
1601	Friends of the Library Processing	55	1 Telephone (voice) line connection					

Community Library Multipurpose Center

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
2000	Community Room Lobby	0.5	1 Community Room Lobby to contain at least:					
2000	Community Room Lobby	1	2 Spinner for donated paperbacks	25				XS
2000	Community Room Lobby	2	1 Magazine display rack for donated magazines, mobile, locking casters	20				XS
2000	Community Room Lobby	3	1 Newspaper rack, shelving unit, mobile, locking casters, donated newspapers	20				XS
2000	Community Room Lobby	4	1 Coffee cart, on wheels, lockable	50		OE		
2000	Community Room Lobby	60	4 Lounge chairs	40				L
2000	Community Room Lobby	61	4 Side / coffee tables	20				
2000	Community Room Lobby	71	3 Recycling bins	5				
2000	Community Room Lobby	72	3 Tables, round, 4-person, each with:					
2000	Community Room Lobby	73	12 4 Chairs, heavy duty	25				T
2001	Community Meeting Room	0.5	1 Community Meeting Room with at least the following:					
2001	Community Meeting Room	1	10 Folding tables (3' x 6')					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
2001	Community Meeting Room	1.1	2 Folding table dollies					
2001	Community Meeting Room	2	80 80 Adult stacking chairs	15				M
2001	Community Meeting Room	2.1	4 Stacking chair dollies	10				
2001	Community Meeting Room	3	1 Space at the front of the room for presenters	30				
2001	Community Meeting Room	5	1 Lectern, electronic, with built in light controls, projection controls	20	O	OE	O	
2001	Community Meeting Room	10	2 White boards, large, one in each part of the divisible room, electronic	5				
2001	Community Meeting Room	11	2 Large easels for presentations	5				
2001	Community Meeting Room	12	1 Audio/visual equipment	20	P	AV	O	
2001	Community Meeting Room	13	1 Room divider (moveable wall), electrically operated, stored when not in use	100	S	OE	O	
2001	Community Meeting Room	20.1	1 Electrically operated screen from the ceiling		O	OE	O	
2001	Community Meeting Room	25	1 Satellite, telecommunications up/downlinks		O	TLD		
2001	Community Meeting Room	26	1 Internet and other data access capabilities		O	TLD		
2001	Community Meeting Room	27	1 Lightweight sound system		S	AV	O	
2001	Community Meeting Room	28	1 Blackout curtains for windows, electronically operated		S	OE	O	
2001	Community Meeting Room	30	1 Electric wall clock		P	OE	O	
2001	Community Meeting Room	50	2 Wastebaskets	3				
2001	Community Meeting Room	203	1 Sink for cleaning up craft projects with small counter (for children's activities)	30	S	K	O	
2002	Kitchenette	1	1 Kitchenette, with lockable cabinets and cupboards and the following:	80				
2002	Kitchenette	2	1 Refrigerator/freezer (small)		S	K	O	
2002	Kitchenette	3	1 Sink, deep		S	K	O	
2002	Kitchenette	4	1 Microwave oven with exhaust vents		S	K	O	
2002	Kitchenette	5	1 Range top / oven with exhaust vents		S	K	O	
2002	Kitchenette	6	1 Locked storage (for dishes, utensils, equipment)					
2002	Kitchenette	7	1 Working counter with hard, easy to clean surface with:					
2002	Kitchenette	7.1	Lockable cabinets and cupboards above and below the counter					
2002	Kitchenette	8	1 Dishwasher under counter, lockable		S	K	O	
2002	Kitchenette	9	1 Coffee cart on wheels					
2002	Kitchenette	10	1 Telephone instrument, wall-mounted		S	T	O	
2002	Kitchenette	11	1 Coffeemaker		S	K	O	
2002	Kitchenette	30						
2002	Kitchenette	31	*Electric / Data / Audio Visual:*					
2002	Kitchenette	32	Heavy duty electrical receptacles for applicances					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
2002	Kitchenette	33	1 Telephone (voice) line					
2003	Storage Closet for Equipment	1	1 Storage closet, lockable, for equipment	80				
2003	Storage Closet for Equipment	2	3 Shelving sections (3 sections of SF shelving, 90"H x 3'W x 24"D), anchored					XS
2003	Storage Closet for Equipment	2.1	to the wall					
2003	Storage Closet for Equipment	3	3 Audio Visual Equipment		S	AV	O	
2003	Storage Closet for Equipment	4	5 Media Carts		S	BT	O	
2003	Storage Closet for Equipment	5	1 Slide projector		O	AV	O	
2003	Storage Closet for Equipment	6	1 Video equipment (VCR and large monitor) (for children's programs)		O	AV	O	
2003	Storage Closet for Equipment	30						
2003	Storage Closet for Equipment	31	*Electric / Data / Audio Visual:*					
2003	Storage Closet for Equipment	32	2 Electrical receptacles, at least 2					
2004	Storage Closet for Furniture	1	1 Storage Closet for Furniture used in the Community Room	200				
2004	Storage Closet for Furniture	3	1 Space to store chair and table dollies when full					
2004	Storage Closet for Furniture	4	Storage of tables when not in use					
2004	Storage Closet for Furniture	5	2 Coat racks for 30 each (mobile to be moved to Community room when needed)					
2004	Storage Closet for Furniture	6	5 Activity tables, each 6 feet long, with folding leafs					
2004	Storage Closet for Furniture	7	1 Set of portable risers to handle 30 children at a time		O	OE	O	
2004	Storage Closet for Furniture	8	1 White board, mobile					
2004	Storage Closet for Furniture	9	1 Flip chart easel					
2004	Storage Closet for Furniture	50						
2004	Storage Closet for Furniture	51	*Electric / Data / Audio Visual:*					
2004	Storage Closet for Furniture	52	4 Electrical receptacles (or as required)					

Building Systems

ADF #	Name of Area	Assoc Item						
3001	Men's Restrooms	0.5	1 Public Men's Restroom to have at least the following:					
3001	Men's Restrooms	1.1	1 A single shelf, reachable by youngsters as well as adults,					
3001	Men's Restrooms	1.2	for temporary storage of bags, and other personal belongings					
3001	Men's Restrooms	3	1 Toilet, scaled for smaller child, stall in each restroom					
3001	Men's Restrooms	4	1 Sink, mirror at lower heights for child or person in wheelchair					
3001	Men's Restrooms	13	1 Diaper changing table with a security lip to prevent child from rolling off					
3001	Men's Restrooms	20	1 Toilet					
3001	Men's Restrooms	21	1 Wash basin					

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
3001	Men's Restrooms	22	1 Paper towel dispenser and/or					
3001	Men's Restrooms	23	1 Hand dryer					
3001	Men's Restrooms	24	1 Soap dispenser					
3001	Men's Restrooms	25	2 Toilet paper dispensers					
3001	Men's Restrooms	26	1 Waste receptacle					
3001	Men's Restrooms	50						
3001	Men's Restrooms	51	*Electric / Data / Audio Visual:*					
3001	Men's Restrooms	52	Adequate electric receptacle (for running maintenance equipment)					
3002	Women's Restrooms	20	1 *The Women's Restroom should contain at least the following:*					
3002	Women's Restrooms	21	2 Toilets					
3002	Women's Restrooms	24	1 Diaper changing table with a security lip to prevent child from rolling off					
3002	Women's Restrooms	30	1 Wash basin					
3002	Women's Restrooms	31	1 Paper towel dispenser					
3002	Women's Restrooms	32	1 Hand dryer					
3002	Women's Restrooms	33	1 Soap dispenser					
3002	Women's Restrooms	34	2 Toilet paper dispensers					
3002	Women's Restrooms	35	1 Waste receptacle					
3002	Women's Restrooms	36	2 Sanitary napkin disposal containers					
3002	Women's Restrooms	37	1 Shelf, at least 12 inches deep: each restroom should have a single shelf,					
3002	Women's Restrooms	37.1	reachable by youngsters as well as adults					
3002	Women's Restrooms	40						
3002	Women's Restrooms	50	*Note: This space is part of unassignable space*					
3002	Women's Restrooms	51						
3002	Women's Restrooms	52	*Electric / Data / Audio Visual:*					
3002	Women's Restrooms	53	Electric receptacles as required					
3005	Mechanical Room	1	1 Mechanical equipment room:					
3005	Mechanical Room	2	1 The contents of this room will be determined by the mechanical engineers					
3005	Mechanical Room	2.1	on the project.					
3010	Custodial Closet	0.5	1 Janitor's Closet to contain at least the following:	30				
3010	Custodial Closet	1	2 Industrial shelving, 2 single-faced sections, 3'W x80"H x 24"D					XS
3010	Custodial Closet	1.1	6 shelves per section					
3010	Custodial Closet	2	Mop sink, janitorial, foot level, with drain and 6 inch sides.		S	OE	O	

APPENDIX A: MASTER LIST OF FURNISHINGS AND EQUIPMENT

ADF #	Name of Area	Assoc Item		Item Sq Ft	User Code	Item Code	Elect Equip	Other Counts
3010	Custodial Closet	3	Floor space for vacuum cleaner, other floor equipment					
3010	Custodial Closet	4	Wall holders for mops, brooms, window cleaners					
3010	Custodial Closet	5	Cleaning buckets, mop buckets					
3010	Custodial Closet	6	Industrial vacuum cleaner		S	OE		
3010	Custodial Closet	7	Floor waxer (if the building has floors that require this)		S	OE		
3010	Custodial Closet	50						
3010	Custodial Closet	51	*Electric / Data / Audio Visual*:					
3010	Custodial Closet	52	Convenient electrical receptacles throughout the building and in this space					

APPENDIX B

AREA EQUIPMENT AND FURNISHING ESTIMATED COSTS

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
1		**LIBRARY**			$1,189,310
		Library Entrance (Outside Security Gates)			**$30,525**
101		**LIBRARY ENTRANCE LOBBY**			**$30,525**
	1	Set of electronic security (book/materials theft detection) gates	$12,000	1	$12,000
	1	Library directory exhibit (Kiosk/touch screen display unit also in Braille?)	$2,700	1	$2,700
	3	Community bulletin board with see-through, lockable covers, 3 cases, 3' x 5'	$1,000	3	$3,000
		For community, college, and high school announcements and notices			
	1	Pamphlet distribution alcove: to be carefully designed with staff and to include		1	
		at least the following:			
	5	5 Literature display racks for giveaways and pamphlets,	$385	5	$1,925
	1	1 Lockable storage unit for extra copies of literature	$500	1	$500
	1	Display window exhibit for Friends of the Library Groups use	$500	1	$500
	3	Book and media return chutes, wall-mounted, dropping into circulation	$1,500	3	$4,500
	1	Donor recognition (plaques, other possibilities)	$3,000	1	$3,000
	2	Public telephones (one regular height, one handicap / child height)		2	
	2	Drinking fountains, handicapped-accessible, by codes	$750	2	$1,500
	3	Fireproof trash receptacles	$300	3	$900
		Library Lobby			**$135,585**
205		**EXPRESS LOOKUP**			**$17,800**
	2	2 Computer Stations, for standing use, quick lookups, each with at least the		2	
		following:			
	2	1 Computer table or counter with useable shelf underneath for belongings	$1,400	2	$2,800
	2	1 Computer with monitor, mouse, keyboard. heavy duty	$2,500	2	$5,000
	2	1 Receipt printer	$500	2	$1,000
	2	1 Small box with scratch paper for jotting notes	$50	2	$100
	2	2 Computer Stations, for standing use, wheelchair height, each with at least the		2	
		following:			
	2	1 Computer table or counter with useable shelf underneath for belongings	$1,400	2	$2,800
	2	1 Computer with monitor, mouse, keyboard	$2,500	2	$5,000
	2	1 Receipt printer	$500	2	$1,000
	2	1 Small box with scratch paper for jotting notes	$50	2	$100
206		**EXPRESS CHECKOUT**			**$116,025**
	4	4 Self-Checkout computer stations*, each station to include at least the		4	
		following:			
	4	1 Table for Self-Check equipment	$1,000	4	$4,000
	4	1 Self-Check computer and related equipment	$28,000	4	$112,000
	10	10 Queueing space for 10 people around the self-check stations		10	
	1	1 Wastebasket	$25	1	$25

* _Note_: Each station will be able to handle print and media check-out

At least 2 stations will be wheelchair accessible and at heights for children

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
207		**EXPRESS HOLDS PICKUP**			**$1,760**
	4	4 Single-faced shelving sections, 82""H x 12"D x 36"W, 6 shelves per section	$315	4	$1,260
	1	1 Book truck or staff use (not always in this area)	$500	1	$500
		Circulation Services			**$87,655**
301		**SERVICE (CIRCULATION) DESK**			**$42,040**
	1	1 Circulation service desk to include at least the following:		1	
	3	3 Staff workstations, 1 at counter height, one at desk height, each with:	$3,200	3	$9,600
	3	1 Computer with light pens, mouse, monitor, barcode reader	$4,500	3	$13,500
	3	1 Task chair, 1 counter height, 2 desk height on casters	$400	3	$1,200
	3	1 Printer (Laser, black and white print)	$800	3	$2,400
	3	1 Telephone instrument	$300	3	$900
	1	2 Slots on the public side of the desk to include at least the following (desk	$1,000	1	$1,000
	1	1 Depressible Book Bin	$900	1	$900
	1	1 Depressible Media Bin	$900	1	$900
	2	* Slots must have space for RFID sensors used in inventory control	$500	2	$1,000
	1	1 Staff work counter behind desk, but directly accessible to the desk, to include:	$3,200	1	$3,200
	2	1 Cash Register on work counter	$600	2	$1,200
	1	1 Fax machine for staff use	$500	1	$500
	10	10 Single-faced shelving sections: 90"H x 36"W x 12"D, 7 shelves per	$355	10	$3,550
		* For course reserves, holds, materials to be processed, etc.			
	4	4 Book trucks behind the desk for handling returns and holds	$500	4	$2,000
	2	2 Wastebaskets behind and under the desk	$20	2	$40
	1	1 Electric Wall Clock	$150	1	$150
	10	1 Queueing space in front of the desk / counter for 10 people		10	
302		**CIRCULATION WORK AREA**			**$28,215**
	3	3 Staff workstations, each to include at least the following:		3	
	3	1 Desk with computer return	$3,200	3	$9,600
	3	1 Task Chair with casters, ergonomic	$500	3	$1,500
	3	1 Computer with barcode reader, mouse, flat-screen monitor, keyboard*	$2,500	3	$7,500
		* Capable of handling all circulation transactions and functions			
	3	1 Book truck	$500	3	$1,500
	3	1 Telephone instrument	$300	3	$900
	3	1 Wastebasket	$20	3	$60
	3	1 Side Chair on casters	$350	3	$1,050
	1	1 Worktable, large, with shelves above to include at least the following*:	$900	1	$900
		* for volunteers, students assistants to peform circulation work			
	4	4 Task Chairs with casters, ergonomic	$350	4	$1,400
	6	6 Single-faced shelving sections (90"H x 36"W x 12"D)	$355	6	$2,130
	1	1 Supply cabinet, lockable	$625	1	$625
	1	1 Storage cabinet, lockable for lost and found items	$625	1	$625
	1	1 Coat rack, mobile, for staff coats and umbrellas (5 people)	$350	1	$350
	1	1 Recycling bin for paper	$75	1	$75

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
303		**RETURNS ROOM**			**$17,400**
	3	3 Return slots*, wall-mounted, from the building's exterior to the Returns	$1,500	3	$4,500
		*1 Return slot for adult materials, 1 for media, and 1 for children's books			
	1	1 Returns bin for catching and holding adult books	$900	1	$900
	1	1 Returns bin for catching and holding media	$900	1	$900
	1	1 Returns bin for catching and holding children's materials	$900	1	$900
	3	3 Return slots, wall-mounted, from the Entrance Lobby to the Return's Room:	$1,500	3	$4,500
	1	*1 Return slot for adult materials, 1 for media, and 1 for children's books		1	
	1	1 Returns bin for catching and holding adult books	$900	1	$900
	1	1 Returns bin for catching and holding media	$900	1	$900
	1	1 Returns bin for catching and holding children's books	$900	1	$900
	6	RFID sensors built into each chute	$500	6	$3,000
	1	Switching space to remove full bins and replace with empty bins		1	
		Browsing Services			**$18,325**
401		**NEW ARRIVALS**			
	11	Space for at least 11 people to be milling around the area, browsing		11	
402		**RETURNS SORTING**			**$8,325**
	15	8 Single-faced shelving units for sorting returns: 66"H x 36"W x 12"D:	$355	15	$5,325
		*5 shelves per section, wall-mounted, if possible.			
	6	5 Book trucks	$500	6	$3,000
403		**THEMATIC COLLECTIONS AND**			**$10,000**
	7	7 Single-faced shelving sections, 72"H x 36"W x 12"D:	$600	7	$4,200
		5 shelves per section, retail style, some media inserts for Videos,			
		CDs, DVDs, and Audio Books			
	1	1 Multimedia Kiosk to include at least the following:		1	
	1	1 Touchscreen monitor, large enough for 2-3 people to watch	$1,200	1	$1,200
	1	1 Multimedia Computer (within the Kiosk)	$2,500	1	$2,500
	1	1 Kiosk housing with locked storage at the bottom for supplies	$2,000	1	$2,000
	1	2 Heavy duty headsets for listening to presentation	$100	1	$100
		Photocopy and Imaging Services			**$29,615**
503		**PHOTOCOPY SERVICES AREA**			**$29,615**
	5	5 Photocopy machines (floor model) (approx. 60" x 30"), coin-op	$4,500	5	$22,500
	1	1 Table or counter (26"x 4') for sorting documents, 37" high:*	$400	1	$400
	1	*Supply cabinets built-in, lockable, above & below table top	$2,000	1	$2,000
	1	1 Table or counter (about 30" x 30") for the:	$400	1	$400
	1	Coin-op telefacsimile machine (standing height) (or money-card op)	$2,475	1	$2,475
	1	1 Debit-card machine (wall-mounted)		1	
	1	1 Bill and coin change machine, wall-mounted		1	
	1	1 Bulletin board on the wall for announcements, directions	$280	1	$280
	2	2 Typewriter stations, each station to include at least the following:		2	
	2	1 Typing table	$300	2	$600
	2	1 Electric Typewriter	$320	2	$640

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
1	1	Electric wall clock	$150	1	$150
2	2	Recycling bins	$75	2	$150
1	1	Wastebasket	$20	1	$20
Reference / Information Commons					**$181,790**
601		**REFERENCE AREA**			**$157,955**
4	4	Tables for four persons each (4' x 6' in size), power, data, each table with:	$2,000	4	$8,000
16		4 Chairs	$400	16	$6,400
30	30	Computer stations, each station to include at least the following:		30	
30		1 Computer table, mobile, with locking wheels	$1,500	30	$45,000
30		1 Computer, networked, with flat-screen monitor, keyboard, mouse	$2,500	30	$75,000
30		1 Chair, task	$400	30	$12,000
1	1	Print Server Station to include at least the following:		1	
1		1 Table for printers, mobile, lockable supply cabinet underneath table top	$600	1	$600
1		1 Printer, laser, black and white	$600	1	$600
1		1 Printers, laser, color	$2,300	1	$2,300
1	1	Photocopy machine, stand-alone, coin-op	$4,500	1	$4,500
1	1	Atlas stand	$1,600	1	$1,600
1	1	Dictionary stand	$1,200	1	$1,200
10	1	Kick-step stools	$60	10	$600
4	4	Wastebaskets	$20	4	$80
1	1	Paper recycling bin	$75	1	$75
602		**REFERENCE DESK**			**$23,835**
1		Reference Desk to include at least the following elements:		1	
2		2 Workstations at counter height, each to include at least the following:	$3,200	2	$6,400
2		1 Computer with light pen, mouse, flat-screen monitor, keyboard	$2,800	2	$5,600
2		1 Telephone instrument	$300	2	$600
1		1 Workstation at desk height (for children and wheelchairs), to include:		1	
1		1 Reference Desk workstation desk	$3,200	1	$3,200
1		1 Computer with light pen, mouse, flat-screen monitor, keyboard	$2,800	1	$2,800
1		1 Telephone instrument	$300	1	$300
1	1	File cabinet (behind the desk), legal, 4-drawer	$650	1	$650
1	1	Island counter with special equipment for reference staff use, to include:	$1,250	1	$1,250
1		1 Printer (shared), behind the public desk	$600	1	$600
1		1 Fax machine for reference use	$500	1	$500
1		1 Scanner for reference staff use	$1,800	1	$1,800
10		Queueing space in front of the counter (public space) for at least 10 people		10	
1	1	Paper recycling bin	$75	1	$75
3	3	Wastebaskets	$20	3	$60
Periodicals Area					**$35,320**
701		**PERIODICALS AND NEWSPAPERS**			**$35,320**
3	3	Reading tables: 4-person, 4' x 6' at least, each table to include:	$2,000	3	$6,000
12		4 Chairs	$400	12	$4,800

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
		4 power and 4 data connections at each table			
	10	10 Lounge chairs	$1,200	10	$12,000
	2	2 Computer workstations, standing height, each workstation to include at least:		2	
	2	1 Computer table, mobile with locking wheels	$1,500	2	$3,000
	2	1 Computer, networked, with monitor, keyboard, mouse	$2,500	2	$5,000
	1	1 Photocopy machine, stand-alone, coin-op (or card-op)	$4,500	1	$4,500
	1	1 Wastebasket	$20	1	$20
		*Notes:			
		* Display shelving with 1 year or less of back issues stored underneath the			
		* display shelf			
Adult Services					**$93,020**
801		**COLLECTIONS AND SEATING**			**$68,000**
	6	6 Tables (four-person), 4' x 6', each table to include:	$2,000	6	$12,000
	24	4 Chairs	$400	24	$9,600
		*Each table to have 4 power outlets and 4 data jacks			
	10	10 Study Carrels, each carrel to have at least the following:	$1,800	10	$18,000
	10	1 Chair	$400	10	$4,000
		*Each carrel to have 2 power outlets and 1 data jack			
	4	4 Electronic workstations, standing height, each to have the following:		4	
	4	1 Stand or counter for computer	$1,400	4	$5,600
	4	1 Computer with keyboard, monitor, mouse	$2,500	4	$10,000
	6	6 Lounge seats	$1,200	6	$7,200
	20	20 Kick-step stools	$60	20	$1,200
	20	20 Wastebaskets	$20	20	$400
		Notes:			
		* **Shelving:** Use double-faced sections where possible.			
805		**GROUP STUDY ROOMS (3 ROOMS @ 4**			**$12,360**
	3	3 Group Study Rooms, each room to have at least the following:		3	
	3	1 Study table (4 x 6)	$2,000	3	$6,000
	12	4 Chairs at table	$400	12	$4,800
	3	1 White board	$500	3	$1,500
	3	1 Wastebasket	$20	3	$60
806		**GROUP STUDY ROOM (1 ROOM @ 6**			**$6,020**
	1	1 Group Study Room with at least the following:		1	
	1	1 Study table (4 x 8) with power and data management	$2,600	1	$2,600
	6	6 Chairs at table	$400	6	$2,400
	1	1 Large White board (4' x 10')	$1,000	1	$1,000
	1	1 Wastebasket	$20	1	$20
807		**TUTORING ROOMS (2 @ 4 SEATS EACH)**			**$6,640**
	2	2 Tutoring Rooms, each with at least the following:		2	

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	4	2 Tables for two, modular, each table to have:	$600	4	$2,400
	8	2 Chairs	$400	8	$3,200
	2	1 Whiteboard	$500	2	$1,000
	2	1 Wastebasket	$20	2	$40
		Note: Each room to have electrical and data hookups for laptops and other			
		equipment			
Media Services					**$78,960**
902		**MEDIA VIEWING AND LISTENING**			**$61,150**
	15	15 Audio Visual carrels, each to include at least:		15	
	15	1 Media carrel, large, for media equipment	$1,900	15	$28,500
	15	1 Chair for using the media carrels and equipment	$400	15	$6,000
	15	1 Multi-function AV equipment: VCR, monitor, CD, audio cassette player	$1,450	15	$21,750
	15	1 Set of headphones for use with AV equipment	$60	15	$900
	10	10 Listening stations for CD and audio cassettes listening, standup, to contain		10	
	10	1 CD/Audio cassette player with headphones	$300	10	$3,000
	10	1 Standing height counter/carrel	$100	10	$1,000
903		**MEDIA SCREENING ROOM**			**$17,810**
	1	1 AV equipment cabinet, lockable, to include at least the following:	$600	1	$600
	1	1 VCR Player	$580	1	$580
	1	1 Audio cassette player	$550	1	$550
	1	1 CD player	$180	1	$180
	1	1 DVD player	$800	1	$800
	1	1 Large TV monitor for showing videos	$800	1	$800
	1	1 Large digital display/ overhead projector/ monitor for projecting DVDs	$4,000	1	$4,000
		overhead transparencies, and multimedia and data from a computer			
	1	6 modular tables, together capable of seating up to 16 people:	$3,500	1	$3,500
	17	16 chairs, easy to move around the room as needed, but comfortable	$400	17	$6,800
Young Adult Services					**$43,720**
1001		**YOUNG ADULT AREA**			**$43,720**
	2	2 Tables, four-person, 4' x 6', each table to include:	$2,000	2	$4,000
	16	4 Chairs	$400	16	$6,400
	4	4 Study carrels, e-ready, each carrel to include at least the following:	$1,500	4	$6,000
	4	1 Chair	$400	4	$1,600
	1	1 AV Bar, counter height, with plug-in jacks	$2,000	1	$2,000
	6	6 Bar stools	$450	6	$2,700
	6	6 Computer stations, sitting height, each station to include at least the		6	
	6	1 Computer with monitor, keyboard, mouse	$2,500	6	$15,000
	6	1 Chair, task, on wheels	$400	6	$2,400
	6	1 Computer tables, mobile	$600	6	$3,600
	1	1 Wastebasket	$20	1	$20

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	*	*Notes:*		*	
		* Display shelving with most recent back issues shelved beneath each			
		display shelf			
Learning Center					**$124,285**
1103		**HOMEWORK CENTER**			**$56,265**
	8	8 Tables (4' x 6'), 4-person, each to include:	$2,000	8	$16,000
	32	4 Chairs	$400	32	$12,800
	12	12 Study carrels, individual, with privacy panels	$1,500	12	$18,000
	1	1 Staff workstation to include at least the following:		1	
	1	1 Computer with mouse, keyboard, monitor	$2,500	1	$2,500
	1	1 Chair, task	$400	1	$400
	1	1 Printer	$600	1	$600
	2	2 Shelving sections, 90"H x 36"W x 12"D	$355	2	$710
	1	1 Cabinet, lockable, for computer supplies and paper	$625	1	$625
	4	4 Whiteboards, mobile, double-sided	$600	4	$2,400
	1	1 Screen projection system, motorized, ceiling	$1,050	1	$1,050
	4	4 Bulletin boards, wall-mounted	$280	4	$1,120
	3	3 Wastebaskets	$20	3	$60
1104		**COMPUTER LAB / TECHNOLOGY CENTER**			**$68,020**
	30	30 Computer workstations, each with at least the following:		30	
	30	1 Chair	$400	30	$12,000
	30	1 Computer, monitor, keyboard, mouse	$1,400	30	$42,000
	1	1 Staff workstation / command center, lockable, to include at least the		1	
	1	1 Desk with computer return, office system	$6,300	1	$6,300
	1	1 Computer for monitoring use of computers in the room	$2,500	1	$2,500
	1	1 Chair, ergonomic on casters	$350	1	$350
	1	1 Print server station to include at least the following:		1	
	2	2 Laser printers on server	$600	2	$1,200
	1	1 Printer table	$300	1	$300
	1	1 Computer print server with mouse, keyboard, monitor	$2,500	1	$2,500
	1	1 Supply cabinet for printer and other supplies, lockable	$625	1	$625
	1	1 Wastebasket	$20	1	$20
	1	1 Recycling bin for paper	$75	1	$75
	1	1 Wall clock, electric	$150	1	$150
		Power / Data / Audiovisual:			
	62	2 Duplex electrical receptacles per workstation		62	
	3	3 Duplex electrical receptacles at the print server station		3	
	31	High speed multimedia data connections (1 per station)		31	
	1	High speed multimedia data connection (Print server station)		1	
	1	Electrical outlet for the wall clock		1	
Children's Services					**$55,890**

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
1201		**CHILDREN'S AREA**			**$40,670**
	3	3 Tables (child or adult), 4' x 6', e-ready, each table to have:	$1,100	3	$3,300
	12	4 Chairs	$200	12	$2,400
	2	2 Tables, child size, 36" x 72", e-ready, each table to have:	$1,100	2	$2,200
	8	4 children's chairs at tables	$200	8	$1,600
	6	6 Soft seats, lounge chairs	$1,200	6	$7,200
	6	6 Computer stations, each with at least the following:		6	
	6	1 Computer table, on casters	$600	6	$3,600
	6	1 Computer with monitor, keyboard, kid's trackball	$1,400	6	$8,400
	6	1 Children's task chair	$400	6	$2,400
	3	3 Chairs, extra for double seating at computers	$250	3	$750
	1	1 Children's Assistance Desk, service desk with side chair	$4,800	1	$4,800
	1	1 Computer with monitor, keyboard, mouse	$2,500	1	$2,500
	1	1 Printer	$1,000	1	$1,000
	1	1 Telephone	$300	1	$300
	1	1 Chair, side	$200	1	$200
	1	1 Wastebasket	$20	1	$20
		Note: * A shelf underneath the display shelf for back issues.			
		** use double faced sections where appropriate			
1210		**TODDLERS AND PRESCHOOLERS AREA**			**$8,320**
	3	3 Tables (child), each table to have at least the following:	$1,000	3	$3,000
	12	4 Chairs, toddler size	$200	12	$2,400
	1	1 Sofa/love seat large enough for parent and child	$1,100	1	$1,100
	2	1 Display area for children's exhibits		2	
	3	3 Toy storage cabinets, lockable, possibly seats with storage inside	$600	3	$1,800
	1	1 Wastebasket	$20	1	$20
		Electrical / Data / Audio Visual:			
	2	Duplex electrical receptacles (secured) at one of the tables		2	
	2	High speed data connections in the exhibit area for use of technology		2	
1220		**CHILDREN'S ACTIVITY/STORYTELLING**			**$6,900**
	1	1 Storage closet, lockable*	$900	1	$900
		*Storage for puppets, storytelling props:cabinets over counter)			
	20	Risers or floor space for 20 children to study and read, hear stories	$300	20	$6,000
1230		**FAMILY RESTROOM / TOILET**			
	1	Family Toilet with at least the following:		1	
	1	Wash basin, child's height		1	
	1	Paper towel dispenser		1	
	1	Toilet, child's height		1	
	1	Soap dispenser		1	
	2	Toilet paper dispensers		2	
	1	Waste receptacle		1	

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	1	Shelf, reachable by small children and their accompanying adult, for temporary		1	
		storage / stowing of books, packages and purses			
	1	Diaper changing table with a security lip to prevent a child from rolling off		1	
		Other fixtures as codes require			
		Note: This space is part of non-assignable space			
Staff Areas					**$160,990**
1501		**STAFF WORK AREA - REFERENCE / ILL**			**$23,290**
	4	4 Reference Librarian's off-desk workstations, each to include at least:*		4	
	1	1 Desk with computer return (modular office systems furniture)	$5,000	1	$5,000
	1	1 Task chair for workstation	$400	1	$400
	1	1 Computer with monitor, keyboard, mouse	$2,500	1	$2,500
	1	1 Printer	$600	1	$600
	1	1 Telephone instrument	$300	1	$300
	1	1 Visitor/side seat	$500	1	$500
	1	1 Interlibrary loan processing station to include at least the following:		1	
	1	1 Desk with computer return (modular office systems furniture)	$5,500	1	$5,500
	1	1 Task chair	$400	1	$400
	1	1 Computer with monitor, keyboard, mouse	$2,500	1	$2,500
	1	1 Telephone instrument	$300	1	$300
	1	1 Printer	$600	1	$600
	1	1 Book truck	$500	1	$500
	4	4 Single-faced shelving sections, shared, 90"H x 36"W x 12"D*:	$355	4	$1,420
	4	*7 shelves per section		4	
	1	1 Table-top photocopy/fax machine	$2,000	1	$2,000
	1	1 Table on which to place the photocopy/fax machine	$250	1	$250
	1	1 Coat rack	$350	1	$350
	1	Wastebasket	$20	1	$20
	1	Electric wall clock	$150	1	$150
1560		**STAFF WORK AREA - PROCESSING**			**$78,625**
	1	1 Work table to include at least the following:	$700	1	$700
	4	4 chairs, task	$500	4	$2,000
	8	8 Staff workstations, each to have at least the following:		8	
	8	1 Desk with computer return	$3,500	8	$28,000
	8	1 Computer with monitor, keyboard, mouse	$2,500	8	$20,000
	8	1 Printer	$600	8	$4,800
	8	1 Task chair	$400	8	$3,200
	8	1 Book truck	$500	8	$4,000
	6	4 Single-faced shelving sections: 90"H x 36"W x 12"D: 7 shelves per section	$355	6	$2,130
	1	1 Photocopy station to include at least the following:		1	
	1	1 Photocopy machine, stand-alone, color	$5,600	1	$5,600
	3	2 Recycling bins	$75	3	$225
	1	1 Photocopy table for sorting and collating documents	$250	1	$250

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	1	1 Supply storage cabinet	$500	1	$500
	12	12 Book trucks	$500	12	$6,000
	1	1 Bulletin board	$280	1	$280
	2	2 Telephones, wall-mounted	$300	2	$600
	1	1 Telephone answering machine for the library	$150	1	$150
	1	1 Electric wall clock	$150	1	$150
	2	2 Wastebaskets	$20	2	$40
		Notes: **use double-faced sections where possible.			
1561		**STAFF WORK AREA -**			**$13,475**
	1	Shipping table for sorting/packaging materials (4' x 6' x 39"H)	$1,500	1	$1,500
	5	Sections of SF shelving for receipt of material, supplies and sorting	$355	5	$1,775
	2	2 recycle bins	$75	2	$150
	1	Mail receiving station (counter and mailboxes)	$1,250	1	$1,250
	10	Staff mailboxes on counter (4' x 6'), 15 mail slots	$850	10	$8,500
	1	1 Small loading platform outside the door		1	
	1	Staff entry door		1	
	1	Pick up and drop-off area for boxes and flat trucks		1	
	1	Telephone instrument, wall-mounted	$300	1	$300
		Electric / Data / Audio Visual Communications			
	1	Door bell and alarm		1	
	2	High speed multimedia data connections for the future		2	
		Duplex electric receptacles (number to be determined)			
	1	Telephone line (voice) outlet		1	
1562		**STORAGE**			**$2,500**
	1	Library Storage Room to contain at least the following:		1	
	5	Industrial shelving, double-faced units	$500	5	$2,500
	1	Floor space for storage of extra building materials		1	
	1	Floor space for storage of furniture needing repair.		1	
1570		**CITY LIBRARIAN'S OFFICE**			**$18,585**
	1	City Librarian's Office		1	
	1	1 City Librarian's Workstation to include at least the following*:		1	
	1	1 U-shaped director's furniture workstation	$8,000	1	$8,000
		*with tackable surfaces and lockable drawers			
	1	1 Printer	$600	1	$600
	1	1 Computer with monitor, keyboard, mouse, multifunctional	$3,000	1	$3,000
	1	1 Chair, swivel, casters,adjustable height, posture, executive	$650	1	$650
	1	1 Telephone instrument	$300	1	$300
	2	2 Visitor side chairs	$500	2	$1,000
	3	3 Shelving sections, single-faced, 90"H x 36'"W x 12"D, 7 Shelves per section	$355	3	$1,065
	1	1 Round table with	$1,500	1	$1,500
	2	2 Chairs with casters	$400	2	$800

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	2	2 File cabinets, legal size, 4 drawers each, vertical	$650	2	$1,300
	1	1 Coat tree	$200	1	$200
	1	1 Wastebasket	$20	1	$20
	1	1 Electric wall clock	$150	1	$150
		Electric / Data / Audiovisual:			
	4	Duplex electric receptacles		4	
	2	High speed multimedia data connections		2	
	1	Telephone (voice) line connection		1	
1572		**STAFF CONFERENCE ROOM**			**$11,420**
	1	1 Conference table to seat up to 6 people	$2,500	1	$2,500
	6	6 Chairs, conference, for table	$650	6	$3,900
	1	1 White board on one wall for meetings and discussions, electronic	$3,600	1	$3,600
	1	1 Flip chart easel	$250	1	$250
	1	1 Coat rack / tree	$200	1	$200
	1	1 Credenza	$500	1	$500
	1	1 Telephone instrument	$300	1	$300
	1	1 Electric wall clock	$150	1	$150
	1	1 Wastebasket	$20	1	$20
		Electric / Data / Audiovisual:			
	6	Duplex electric receptacles (mounted on the table)		6	
	6	High speed multimedia data connections (mounted on the table)		6	
	1	High speed multimedia data connection for the electronic white board		1	
	1	Cable / satellite outlet		1	
	1	Telephone (voice) connection outlet		1	
1580		**STAFF LOUNGE**			**$13,095**
	10	Full-size staff lockers area		10	
	1	Kitchenette		1	
	1	Cupboards, lockable, above counter and sink, and in base counter.	$4,200	1	$4,200
	1	1 Paper towel dispenser	$50	1	$50
	1	1 Soap dispenser	$20	1	$20
	1	1 Microwave oven	$300	1	$300
	1	1 Stove/oven	$800	1	$800
	1	1 Refrigerator (full size)	$1,200	1	$1,200
	1	1 Small dish washer (efficiency size)	$450	1	$450
	1	1 Sink		1	
	1	1 Garbage disposal machine (in sink)	$300	1	$300
	2	2 Tables for 4 people each	$400	2	$800
	8	4 Stackable chairs per table	$200	8	$1,600
	1	Space for stackable chairs when not in use.		1	
	2	1 Lounge seat or couch	$1,200	2	$2,400
	2	High speed data connections in lounge area		2	

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	1	1 Bulletin board	$280	1	$280
	1	1 Telephone instrument	$300	1	$300
	1	1 Electric wall clock	$150	1	$150
	1	1 Wastebasket	$20	1	$20
	3	3 Recycling bins	$75	3	$225
		Electric / Data / Audio Visual:			
	6	Duplex electric receptacles on kitchenette counter		6	
	4	Duplex electric receptacles in lounge area		4	
	1	Telephone (voice) line connection		1	
1590		**STAFF RESTROOM**			☐
	1	Mens and women's staff restroom (as required by code) to contain at least the		1	
	1	1 Toilet		1	
	1	1 Towel dispenser		1	
	1	1 Sink with cupboard above and below		1	
	1	1 Supply cabinet for cleaning supplies, toilet paper, other supplies, lockable		1	
	5	5 Shelves for personal items		5	
	1	1 Wastebasket		1	
		Electric / Data / Audio Visual			
	2	Duplex electric receptacles (2 per restroom)		2	
1598		**TELECOMMUNICATIONS ROOM**			☐
	1	Telecommunications Room with: (*the following is a respresentative list,*		1	
		*will change and be refined as the technology plan for the new facility is			
		*refined.			
		Library automated computer system equipment	$125,000		
		Electrical panels			
		Fire alarm equipment			
		LAN/WAN equipment	$10,000		
		Security alarm system equipment	$4,000		
		Telephone equipment	$300		
		Landscape sprinkler control panel if not located outside			
		Routers, bridges, etc.	$10,000		
		Internet up/downlink			
		Satellite up/downlink			
		Cable up/downlink			
		Patch panels for cabling to stations	$5,000		
		Friends of the Library Areas			**$10,125**
1601		**FRIENDS OF THE LIBRARY PROCESSING**			**$10,125**
	1	Friends of the Library processing area to contain at least the following:		1	
	2	2 Book trucks	$500	2	$1,000
	4	4 Units of moveable, rolling shelves (double-faced) for book sales and sorting	$1,000	4	$4,000
	1	1 Large work table (for volunteers) for sorting (sturdy) and boxing	$1,000	1	$1,000

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	1	1 Floor space for boxes of donated books (10 stacked boxes)		1	
	4	4 Sections of industrial shelving	$300	4	$1,200
	1	1 Bulletin board	$280	1	$280
	1	1 Supply cabinet, lockable	$625	1	$625
	2	2 Recycling bins	$75	2	$150
	1	1 Hand truck	$150	1	$150
	2	2 Chairs	$400	2	$800
	1	1 Tall stool	$450	1	$450
	1	Telephone instrument	$300	1	$300
	1	1 Electric wall clock	$150	1	$150
	1	1 Wastebasket	$20	1	$20
		Electric / Data / Audio Visual:			
	4	Duplex electric receptacles in the office		4	
	2	High speed data connections at work table (for the future)		2	
	1	Telephone (voice) line connection		1	
	Community Library Multipurpose Center				**$102,905**
2000	**COMMUNITY ROOM LOBBY**				**$11,250**
	1	Community Room Lobby to contain at least:		1	
	2	Spinner for donated paperbacks	$300	2	$600
	1	Magazine display rack for donated magazines, mobile, locking casters	$300	1	$300
	1	Newspaper rack, shelving unit, mobile, locking casters, donated newspapers	$300	1	$300
	1	Coffee cart, on wheels, lockable	$1,200	1	$1,200
	4	Lounge chairs	$600	4	$2,400
	4	Side / coffee tables	$300	4	$1,200
	3	Recycling bins	$50	3	$150
	3	Tables, round, 4-person, each with:	$300	3	$900
	12	4 Chairs, heavy duty	$350	12	$4,200
2001	**COMMUNITY MEETING ROOM**				**$58,940**
	1	Community Meeting Room with at least the following:		1	
	10	Folding tables (3' x 6')	$500	10	$5,000
	2	Folding table dollies	$500	2	$1,000
	80	80 Adult stacking chairs	$200	80	$16,000
	4	Stacking chair dollies	$500	4	$2,000
	1	Space at the front of the room for presenters		1	
	1	Lectern, electronic, with built in light controls, projection controls	$2,500	1	$2,500
	2	White boards, large, one in each part of the divisible room, electronic	$3,600	2	$7,200
	2	Large easels for presentations	$500	2	$1,000
	1	Audio/visual equipment	$3,000	1	$3,000
	1	Room divider (moveable wall), electrically operated, stored when not in use	$10,000	1	$10,000
	1	Electrically operated screen from the ceiling	$1,050	1	$1,050
	1	Satellite, telecommunications up/downlinks		1	
	1	Internet and other data access capabilities		1	

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
	1	Lightweight sound system	$10,000	1	$10,000
	1	Blackout curtains for windows, electronically operated		1	
	1	Electric wall clock	$150	1	$150
	2	Wastebaskets	$20	2	$40
	1	Sink for cleaning up craft projects with small counter (for children's activities)		1	
2002		**KITCHENETTE**			**$8,100**
	1	Kitchenette, with lockable cabinets and cupboards and the following:	$4,200	1	$4,200
	1	Refrigerator/freezer (small)	$600	1	$600
	1	Sink, deep		1	
	1	Microwave oven with exhaust vents	$300	1	$300
	1	Range top / oven with exhaust vents	$800	1	$800
	1	Locked storage (for dishes, utensils, equipment)		1	
	1	Working counter with hard, easy to clean surface with:	$1,000	1	$1,000
		Lockable cabinets and cupboards above and below the counter			
	1	Dishwasher under counter, lockable	$800	1	$800
	1	Coffee cart on wheels		1	
	1	Telephone instrument, wall-mounted	$300	1	$300
	1	Coffeemaker	$100	1	$100
		Electric / Data / Audio Visual:			
		Heavy duty electrical receptacles for applicances			
	1	Telephone (voice) line		1	
2003		**STORAGE CLOSET FOR EQUIPMENT**			**$10,765**
	1	Storage closet, lockable, for equipment		1	
	3	Shelving sections (3 sections of SF shelving, 90"H x 3'W x 24"D), anchored to the wall	$355	3	$1,065
	3	Audio Visual Equipment	$2,000	3	$6,000
	5	Media Carts	$300	5	$1,500
	1	Slide projector	$1,200	1	$1,200
	1	Video equipment (VCR and large monitor) (for children's programs)	$1,000	1	$1,000
		Electric / Data / Audio Visual:			
	2	Electrical receptacles, at least 2		2	
2004		**STORAGE CLOSET FOR FURNITURE**			**$13,850**
	1	Storage Closet for Furniture used in the Community Room		1	
	1	Space to store chair and table dollies when full		1	
		Storage of tables when not in use			
	2	Coat racks for 30 each (mobile to be moved to Community room when needed)	$500	2	$1,000
	5	Activity tables, each 6 feet long, with folding leafs	$500	5	$2,500
	1	Set of portable risers to handle 30 children at a time	$9,500	1	$9,500
	1	White board, mobile	$500	1	$500
	1	Flip chart easel	$350	1	$350

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
		Electric / Data / Audio Visual:			
	4	Electrical receptacles (or as required)		4	
Building Systems					**$600**
3001		**MEN'S RESTROOMS**			
	1	Public Men's Restroom to have at least the following:		1	
	1	A single shelf, reachable by youngsters as well as adults,		1	
		for temporary storage of bags, and other personal belongings			
	1	Toilet, scaled for smaller child, stall in each restroom		1	
	1	Sink, mirror at lower heights for child or person in wheelchair		1	
	1	Diaper changing table with a security lip to prevent child from rolling off		1	
	1	Toilet		1	
	1	Wash basin		1	
	1	Paper towel dispenser and/or		1	
	1	Hand dryer		1	
	1	Soap dispenser		1	
	2	Toilet paper dispensers		2	
	1	Waste receptacle		1	
		Electric / Data / Audio Visual:			
		Adequate electric receptacle (for running maintenance equipment)			
3002		**WOMEN'S RESTROOMS**			
	1	*The Women's Restroom should contain at least the following:*		1	
	2	Toilets		2	
	1	Diaper changing table with a security lip to prevent child from rolling off		1	
	1	Wash basin		1	
	1	Paper towel dispenser		1	
	1	Hand dryer		1	
	1	Soap dispenser		1	
	2	Toilet paper dispensers		2	
	1	Waste receptacle		1	
	2	Sanitary napkin disposal containers		2	
	1	Shelf, at least 12 inches deep: each restroom should have a single shelf,		1	
		reachable by youngsters as well as adults			
		Note: This space is part of unassignable space			
		Electric / Data / Audio Visual:			
		Electric receptacles as required			
3005		**MECHANICAL ROOM**			
	1	Mechanical equipment room:		1	
	1	The contents of this room will be determined by the mechanical engineers		1	
		on the project.			

APPENDIX B.
AREA FURNISHINGS AND EQUIPMENT ESTIMATED COSTS (EXCLUDING SHELVING)

ADF #	Qty		FE Unit Cost	Qty	FE Unit Qty Cost
3010		**CUSTODIAL CLOSET**			**$600**
	1	Janitor's Closet to contain at least the following:		1	
	2	Industrial shelving, 2 single-faced sections, 3'W x80"H x 24"D	$300	2	$600
		6 shelves per section			
		Mop sink, janitorial, foot level, with drain and 6 inch sides.			
		Floor space for vacuum cleaner, other floor equipment			
		Wall holders for mops, brooms, window cleaners	$100		
		Cleaning buckets, mop buckets	$95		
		Industrial vacuum cleaner	$430		
		Floor waxer (if the building has floors that require this)	$1,600		
		Electric / Data / Audio Visual:			
		Convenient electrical receptacles throughout the building and in this space			

APPENDIX C

ESTIMATED COSTS OF COLLECTIONS SHELVING

Appendix C. Estimated Cost Of Collections Shelving

ADF #	Collection	On Shelf Capacity	Media	Items per Linear Foot	Linear Foot Capacity Needed	Section Height (Inches)	Section Width (Inches)	Section Depth (Inches)	Shelves per Section	Linear Feet per Section	# of SF Sections Needed	# of DF Sections Needed	Aisle Width	Sq Ft per SF Section	Square Feet Needed	zFE Item Cost	zFE Item Cost Total
	Library		*Library Subtotal*	*16,229*							*955*	*486*			*9,815*		
	BROWSING SERVICES		*Browsing Services Subtotal*								*9*	*5*			*99*		
401	New Audio Cassettes (Books on Tape)	50	Audio Cassettes	5	10	72	36	12	5	15	1	1	42	11	11	$475	$317
401	New CDs and DVDs, other media	80	Compact Discs	5	16	72	36	12	4	12	2	1	42	11	22	$780	$1040
401	New & Popular Books	250	Volumes	5	50	72	36	12	5	15	4	2	42	11	44	$600	$2000
401	New & Popular Video Cassettes	75	Video Cassettes	5	15	72	36	12	4	12	2	1	42	11	22	$475	$594
	REFERENCE / INFORMATION COMMONS		*Reference / Information Commons Subtotal*								*117*	*59*			*1,287*		
601	General Reference Collection	10,000	Volumes	6	1,667	66	36	12	5	15	112	56	42	11	1,232	$250	$27783
602	Ready Reference	200	Volumes	6	34	66	36	12	4	12	3	2	42	11	33	$250	$708
603	Community and Regional Collection	300	Volumes	10	30	66	36	12	5	15	2	1	42	11	22	$250	$500
	PERIODICALS AREA		*Periodicals Area Subtotal*								*22*	*13*			*242*		
701	Current Magazine Titles (on display)	187	Titles	1	187	72	36	12	5	15	13	7	42	11	143	$500	$6233
701	Current Newspaper Titles (on display)	32	Titles	.75	43	72	36	12	5	15	3	2	42	11	33	$500	$1433
701	Magazine Back Issues	200	Volume Equivalents	7	29	66	36	12	4	12	3	2	42	11	33	$250	$604
701	Newspaper Back Issues (recent)	400	Volume Equivalents	10	40	66	36	12	5	15	3	2	42	11	33	$250	$667
	ADULT SERVICES		*Adult Services Subtotal*								*431*	*216*			*4,310*		
801	Adult Fiction	18,750	Volumes	8	2,344	90	36	10	7	21	112	56	42	10	1,120	$355	$39625
801	Large Print Collection	2,400	Volumes	6	400	90	36	10	7	21	20	10	42	10	200	$355	$6762
801	Literacy Collection	400	Volumes	8	50	90	36	10	7	21	3	2	42	10	30	$355	$845
801	Nonfiction and Biography	48,000	Volumes	8	6,000	90	36	10	7	21	286	143	42	10	2,860	$355	$101429
801	Paperbacks	3,500	Paperbacks	15	234	90	36	10	8	24	10	5	42	10	100	$450	$4388
	MEDIA SERVICES		*Media Services Subtotal*								*59*	*31*			*607*		
901	Audio Cassettes (Books on Tape)	1,260	Audio Cassettes	10	126	72	36	10	6	18	7	4	42	10	70	$475	$3325
901	CDs and DVDs, other media	4,940	Compact Discs	10	494	72	36	12	10	30	17	9	42	11	187	$780	$12844
901	Video Cassettes	4,972	Video Cassettes	8	622	72	36	10	6	18	35	18	42	10	350	$475	$16414
	YOUNG ADULT SERVICES		*Young Adult Services Subtotal*								*57*	*30*			*573*		
1001	Young Adult Fiction (includes paperbacks)	2,680	Volumes	8	335	72	36	10	6	18	19	10	42	10	190	$300	$5583
1001	Young Adult Magazines	40	Titles	1	40	72	36	12	5	15	3	2	42	11	33	$500	$1333
1001	Young Adult Nonfiction	4,900	Volumes	8	613	72	36	10	6	18	35	18	42	10	350	$300	$10217
	CHILDREN'S SERVICES		*Children's Services Subtotal*								*260*	*132*			*2,697*		
1201	Children's Fiction	4,900	Volumes	10	490	66	36	10	5	15	33	17	42	10	330	$265	$8657
1201	Children's Magazines (Display)	30	Titles	1	30	66	36	12	4	12	3	2	42	11	33	$500	$1250
1201	Children's Nonfiction	12,000	Volumes	8	1,500	66	36	10	5	15	100	50	42	10	1,000	$265	$26500
1202	Children's New Books	99	Volumes	8	13	66	36	10	5	15	1	1	42	10	10	$600	$520
1202	Children's Talking Books	70	Audio Cassettes	10	7	66	36	10	5	15	1	1	42	10	10	$475	$222

Appendix C. Estimated Cost Of Collections Shelving

ADF #	Collection	On Shelf Capacity	Media	Items per Linear Foot	Linear Foot Capacity Needed	Section Height (Inches)	Section Width (Inches)	Section Depth (Inches)	Shelves per Section	Linear Feet per Section	# of SF Sections Needed	# of DF Sections Needed	Aisle Width	Sq Ft per SF Section	Square Feet Needed	zFE Item Cost	zFE Item Cost Total
1210	Children's Easy Readers	3,000	Volumes	12	250	45	36	10	3	9	28	14	42	10	280	$225	$6250
1210	Children's Picture Books	8,400	Volumes	15	560	45	36	12	2	6	94	47	42	11	1,034	$225	$21000
		Program Total			**16,229**						**955**	**486**			**9,815**		$309042